Manual of

PROCEDURES & REQUIREMENTS

for

UNDERGRADUATE PROGRAMMES

B.TECH., B.S., BCy, BTM/BSM, BTH/BSH,

Bachelors-Masters Dual Degree, Double Major

INDIAN INSTITUTE OF TECHNOLOGY KANPUR



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Chapter 1: About the UG Program at IIT Kanpur

1.1 Introduction

The objectives of the undergraduate (UG) programmes at IIT Kanpur are:

- To provide the highest level of education in technology and science, and to produce competent, creative, and imaginative engineers and scientists
- To promote a spirit of free and objective enquiry, and development of knowledge in different disciplines
- To produce highly skilled technologists and scientists with well-honed managerial and entrepreneurial skills having team spirit and leadership qualities
- To increase student participation in nation building through technology development that is sensitive to local needs

This manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the purview of the Senate Under-Graduate Committee (SUGC), which include Bachelor of Technology (BTech), Bachelor of Technology – Honors (BTH), Bachelor of Technology and Management (BTM), Bachelor of Science (BS), Bachelor of Science – Honors (BSH), Bachelor of Science and Management (BSM), Bachelor in Cybersecurity (BCy), Double Major, and Dual Degree programmes.

1.2 Committees and Administrative Units

The above-mentioned UG programmes are governed by policies and rules set by the Senate. The Senate discharges its duties generally through the following standing committees and administrative units in the Institute:

a. Departmental Undergraduate Committee (DUGC): Each academic department constitutes this committee which consists of a Convener (nominated by the Head of Department), the Head of Department, four to eight members of the faculty, and two to three student members. The student representatives are nominated by the Students' Senate for a period of one year. The Convenors DUGCs are recommended to have 2-year terms, the tenure of faculty members in DUGCs and DPGCs shall be two years, half of them retiring each year.

   Certain programmes are managed by a programme undergraduate committee (PUGC).

   The DUGC/PUGC:
   - Advises the students about their curriculum
   - Advises them about academic opportunities
   - Monitors the progress of academically weak students
   - Handles any problem faced by students in their academic programmes
   - Recommends the leave requests of the students
   - Monitor and approve the academic registration of students

b. Senate Undergraduate Committee (SUGC): This is a standing committee formed by the Senate to look after all the issues regarding institute-wide UG programmes. It makes recommendations to the Senate on all academic issues including policy matters and specific problem instances related to UG students and UG programmes. Its constituents are the Conveners of various DUGCs (and PUGCs where applicable), the previous SUGC Chairperson (ex-officio), one Senate nominee, and five student members, with at least one female member, nominated by the Students' Senate.

   The SUGC constitutes two subcommittees, namely, Academic Performance Evaluation Committee (APEC) and Core Curriculum Committee (CCC). The Chairpersons of these subcommittees are nominated by the SUGC Chairperson, and they, in turn, constitute their five-member committees from the faculty members of the SUGC in consultation with SUGC Chairperson. The CCC coordinates and oversees various facets of the core curriculum. The APEC evaluates the academic performance of undergraduate students at the end of each semester and makes recommendations regarding actions to be taken in the case of academically deficient students. Both these subcommittees make their recommendations to the SUGC.

1.3 Scholarships

A number of Merit-cum-Means scholarships, free ships (i.e., tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships/fellowships are awarded to undergraduate students according to the rules and procedures laid down by the Senate. These scholarships/fellowships are administered by the Senate Scholarships and Prizes Committee (SSPC). More details about these scholarships can be found from the Dean of Students' Affairs (DoSA) office and DoSA webpage.

The scholarships, etc. are paid up to the month in which a student completes all the requirements of her/his programme.

1.3.1 Awards and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors. Details of the same can be found at the DoSA webpage. All matters related to awards and medals are handled by the Senate Scholarships and Prizes Committee (SSPC).

Chapter 2: Admission Procedures and Rules

2.1 For New Students

IIT Kanpur admits students to the BT/BS/BCy programmes through the following ways:

2.1.1. Admission through JEE (Advanced)

Students are currently admitted to the following undergraduate programmes. New programmes may be added as and when approved by the Senate:

a. Bachelor of Technology (BTech): A 4-year programme in Aerospace Engineering (AE), Biological Sciences and Bioengineering (BSBE), Chemical Engineering (CHE), Civil Engineering (CE), Computer Science and Engineering (CSE), Electrical Engineering (EE), Mechanical Engineering (ME), Material Science and Engineering (MSE), Intelligent Systems (IS).
b. Bachelor of Science (BS): A 4-year programme in Chemistry (CHM), Earth Sciences (ES), Economic Sciences (ECOS), Mathematics and Scientific Computing (MTH), Physics (PHY) and Statistics and Data Sciences (SDS).

Students are admitted to the BTech and BS programmes once a year in the month of July through the Joint Entrance Examination (Advanced) conducted on an all-India level by the IITs in all programmes. Reservation of seats for various categories shall be as prescribed by the Board of Governors subject to the current policy formulated from time to time by the Government of India. Details about the breakup of reserved seats for various categories can be found with the JEE Office.

2.1.2. Admission through Olympiads

Students are admitted through Olympiads in BTech and BS programmes. The rules governing the eligibility criteria are notified every year and can be found on the DoAA website. Students are currently admitted to the following programmes:

a. Bachelor of Technology (BTech): A 4-year programme in Biological Sciences and Bioengineering (BSBE), Computer Science and Engineering (CSE), Intelligent Systems (IS).
b. Bachelor of Science (BS): A 4-year Programme in Chemistry (CHM), Economic Sciences (ECOS), Mathematics and Scientific Computing (MTH), Statistics and Data Science (SDS), Physics (PHY).

2.1.3. Admission through Test including Hackathon

Students are admitted into Bachelor in Cybersecurity (BCy) programme in the Wadhwani School of AI and Intelligent Systems through a specially administered test (including Hackathon). The rules governing the eligibility criteria are notified every year and can be found on the IITK website.

2.1.4. Admission with Advanced Standing

Normally, admissions are made to the first year of the BTech and BS programmes. However, under exceptional circumstances, the Senate may admit a student with advanced standing (up to a maximum of four semesters) on the basis of their partial completion of a similar programme elsewhere.

2.2 Programmes of Study

IIT Kanpur offers ways to BT/BS students to enhance their programme by adding Minor(s) and/or by switching to any of the following academic programmes:

a. Bachelor of Technology – Honors/Bachelor of Science – Honors (4-Year degree programmes)
b. Bachelor of Technology and Management/Bachelor of Science and Management (4-Year degree programmes)
c. Double Major (5-year programme)
d. Bachelors-Masters Dual Degree Programmes (BT/BS/BSH/BTH/BTM/BSM-MT/MS/MDes/MBA) (5-year programme)

Additionally, a BT/BS student may choose to apply for a change to a BT/BS program in any other discipline, which is referred to as a Branch Change.

The rules governing these branch and programme changes are given in Chapter 10.

2.3 Non-Degree UG Students

A non-degree student is a student who is registered for a degree in a recognized Institute (other than IIT Kanpur) in India or abroad, and who is officially sponsored by that Institute or University to complete a part of their academic programme at IIT Kanpur. For that purpose, the non-degree student may carry out research, take courses for credit or otherwise, or may use other academic facilities at IIT Kanpur. An official transcript of work done at IIT Kanpur, along with grades obtained, if any, would be given to the non-degree student for their use as they may deem appropriate. However, any credits earned at the Institute by a non-degree student cannot be counted towards any degree programme of IIT Kanpur at any time.

A person will be admitted as a non-degree student on the basis of a sponsored application to the Dean of Academic Affairs, who will recommend for admission on the approval of the Chairperson, SUGC. The Chairperson's decision will be based on the advice of the concerned DUGC. A non-degree student may be admitted for a maximum period of one year only. The strength of non-degree students in any programme should not be more than 5% of the programme strength.

A non-degree student will be required to pay all applicable fees depending upon the status, programme and nationality. Students so admitted will be governed by all rules, regulations and discipline of IIT Kanpur.

2.4 Validity of Admission and Its Cancellation

Admission to any undergraduate programme requires that the applicant fulfil all three of the following conditions:

a. Satisfy eligibility criteria
b. Follow the due admission procedure
c. Pay the prescribed fees and complete biometric registration

All the admissions to undergraduate programmes should be formally approved by the Senate. All students admitted provisionally or otherwise to any programme shall upload the copies of their relevant documents (see Appendix A) by the last date specified for the purpose, in the Academic Calendar. The Senate can cancel the admission of any student who fails to submit the prescribed documents by the specified date or who does not meet other stipulated requirement(s). The Senate may also cancel admission at any later time if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

Chapter 3: Academic Requirements and Degree Eligibility

3.1 Types of Courses

The entire curriculum is divided into several parts.

Institute Core (IC): This is a compulsory set of courses for all BTech/BS student which includes basic courses in Physics, Chemistry, Mathematics, Biological Sciences, Computing, Electronics, Engineering Graphics, Manufacturing Processes and Physical Education.

SCHEME electives: These are the courses from basket of courses in the Social-Sciences, Communication, Humanities and EME (Economics, Management and Environment). This basket has following components:

a. English Language Communication (ELC) Course: Students would be allotted one ELC course based on their prior exposure to English (tested via a Diagnostic Test)
b. HSS Level-I Course: Students will do one introductory HSS course from a basket of courses. The courses will be allotted to students on a preference-cum-lottery basis.
c. HSS Level-II Courses: Students will do 3 advanced HSS courses from a basket of courses. The courses will be allotted to students on a preference-cum-lottery basis.
d. Economics/Management/Environment (EME) Courses: Students need to do one EME course from a basket of courses. Students will be allotted to these courses on a preference-cum-lottery basis. Some departments may mandate a particular course from the basket.

Departmental Compulsory (DC): This is the compulsory set of courses for Bachelors students in their parent discipline and add-on discipline (if any).

ESO/SO electives: These are elective courses from a basket of Engineering-Science/Science options. Some departments may mandate a set of courses for their students.

Departmental elective (DE): These are elective courses that students must take from within their parent discipline and add-on discipline (if any).

Open electives (OE): These are elective courses that students may take from any department/programme in the Institute. They are meant to widen the student's knowledge beyond the parent discipline. The students may also register for at-most one pre-approved 9 credits (12 weeks) MOOC (Massive Open Online Courses) / NPTEL course with S/X grade with proctored exam.

Under-graduate Project (UGP): These are project-based courses which the students can take from their own department or from other departments.

Credits for External Activities (CEA): External activities include activities such as internships, project work, and entrepreneurship activities. This includes both (i) in-office activities outside the campus, and (ii) remote work while being registered as a student and residing in the campus. It is not meant for in-campus 'internal' activities with IITK academic staff at IITK-affiliated facilities; on a similar note, CEA in SURGE and similar on-campus project-works are not allowed. For more information, refer to Appendix-F.

The details of the programmes may be found in the course templates available on the DoAA website. Students must ensure that there is no significant overlap between any two courses completed by them.

3.2 Minimum and Maximum Duration

Academic Program	Normal Duration (Semesters)	Minimum Duration (Semesters)*	Maximum Campus accommodation (Semester) For Y22 and later †	Maximum Duration (Semesters) For Y21 and earlier ‡
BT/BS/BTM/BSM/BTH/BSH	8	7	12	12
BCy	4+4	7	6+0	-
Dual Degree	10	9	15	15
Double Major	10	9	15	12
BSc (AS) (exit option)**	8	-**	12	-

* Note:

a) Student can claim their graduation before the minimum duration as well; the name of such students will be included in the upcoming list of graduation for approval of the Senate.
b) The UG office will check graduation requirements of those students (except DD students as swapping is done in 10th semester) who had earned credits required as per the template after the minimum and regular residency period only. In case a student has completed graduation requirements then they cannot register further even if their Minor requirement is pending. To pursue Honours program, students will have to submit a plan to the SUGC through the DUGC on (i) how they will complete credits for their Honours program credits and (ii) how they will fulfil the applicable CPI criteria. However, in this case, student will not be permitted to go into underload unless the courses the student has registered for are the only ones required for completion of their Honours.

** Subject to completion of requirements mentioned in the clause 7.7.

†Y22 and later: There is no upper bound on the duration to complete a programme. However, students will not be provided campus accommodation beyond 1.5 times the normal duration of the respective academic programme (even after they take the exit degree option).

‡Y21 and earlier: The academic programme of a student will be terminated if the student fails to complete the graduation requirements within the prescribed maximum duration. However, such a student may appeal to the Senate to continue their programme.

† and ‡ The maximum duration allowed will include any regular semester(s) in which a student is registered at IITK, but may spend as a non-degree student at some other Institution while still pursuing the said academic programme at IITK.

3.3 Minimum Academic Requirement

For graduation, a student must clear all courses as per the respective programme template, satisfying the minimum credit requirement in each course category. In addition, the BTH/BSH students should achieve the minimum CPI, as laid down in the course template and the Bachelors- Masters dual-degree student must achieve at least a CPI of 6.0 in the PG part of the programme.

If a student is short of 1 credit in the ESO/SO or OE category for the completion of the programme, then they may be granted relaxation for the same by the SUGC. In exceptional circumstances, the Senate may grant any other relaxation in the minimum academic requirements.

3.4 Graduation

A student is deemed to have completed the requirements for graduation if they have:

a. Met the academic requirements outlined in Sections 3.2 and 3.3
b. Satisfied additional requirements, if any, set by the concerned department
c. Paid all fees and dues to the Institute
d. No case of indiscipline is pending against them

3.4.1 Graduation with Distinction

A student graduating with a CPI of 8.5 or above is said to graduate with distinction.

A Bachelors-Masters dual-degree student with a CPI of 8.5 or above in the Bachelor's part of the dual degree programme is said to graduate with distinction in the Bachelor's part.

This fact is noted on the student's final grade sheet (Bachelor Part Only).

3.5 Award of Degrees

A student who completes all the graduation requirements specified in Section 3.4 is recommended by the Senate to the Board of Governors (BoG) for award of the appropriate degree. The degree can be awarded only after the BoG accords its approval.

3.6 Withdrawal of the Degree

Under exceptional circumstances, where gross violation of graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors (BoG) for withdrawal of the degree already awarded.

Chapter 4: Academic Session and Registration

4.1 Academic session

4.1.1. Dates

The academic session normally runs from the end of July in one year to the middle of July in the next year. It is divided into three parts, with the tentative schedule as follows:

Semester I: From the end of July to the end of November
Semester II: From the beginning of January to the end of April
Summer Term (not a regular semester): From the middle of May to the middle of July

4.1.2 Duration

Each regular semester shall consist of fourteen weeks of classes and one week of mid-semester recess. Additionally, around ten days are used for the end-semester examination and one week for the mid-semester examination. The Summer Term consists of seven weeks of classes, not including holidays and examinations days.

4.1.3 Academic Calendar

The dates of all academic activities including those of pre-registration, registration, late registration, last date of document submission, add-drop of courses, first and the last day of classes, mid-term course drop/de-registration deadline, examinations, make-up examination, deadline for grade submission, conversion of I grade, mid-semester recess, and vacation are published in the Academic Calendar every year by the DoAA office. The Academic Calendar is available on the DoAA website.

4.2 Registration

Each admitted student is required to register before the commencement of each semester/summer term to study during that period in the Institute. New students who await the final result of the qualifying examination are allowed to register provisionally on submission of a certificate from their last institute stating that they have appeared in the final examinations (both theory and practical). Such students are required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar, failing which their admission shall be cancelled.

There are two parts to the registration process: academic registration (administered by DoAA office) and administrative registration (administered by DoSA office). The administrative registration includes payment of institute dues, fee and biometric attendance. The responsibility for completing both parts of the registration process rests with the students as per the dates given in the Academic Calendar.

If a student fails to complete the registration process within the specified time, the following process shall be adhered to every semester:

a. Students who do not complete either of the two registrations, will be de-registered from all the registered courses and will be given a compulsory semester leave for that semester. Such forced semester leave(s) can be over and above the count of semester leaves prescribed under clause 11.3 of this manual; such forced semester leave cannot be revoked.
b. Academic programme of such students will not be terminated. They will be advised to register for the next semester on the due date

For registration process in the Credits for External Activities (CEA), please refer to Appendix-F.

4.3 Academic Registration

This involves the selection of courses consistent with the specific credit requirements detailed in the program template and subject to some rules described below. Within these rules, students have flexibility of choice regarding which courses to do within a specific semester. The academic registration process gets completed after the DUGC Convener approves the registration form. A registration is considered valid only if there is no time-table conflict between the courses for which the student has registered.

4.3.1 Pre-registration

Every student must pre-register for the upcoming regular semester at the duration specified in the Academic Calendar. The Academic Pre-registration is done entirely online.

a. The Academic Pre-registration includes the Pre-registration for HSS and EME courses.
b. Pre-registration for HSS and EME courses is mandatory for all students desirous of and eligible for taking an HSS and/or EME course in the upcoming semester.
c. The compulsory courses for the next semester, as specified in the course template, are auto populated in the student's Pre-registration form. The allotted HSS and/or EME courses are also auto populated in the student's Pre-registration form. These auto-populated courses will be dropped if pre-requites are not fulfilled. See clause 7.2.5 for pre-requisite waivers.
d. Other than the courses auto-populated, a student needs to register for electives and other credits, as specified in the course template. For this, the students should make an online request to the concerned course instructor. If the instructor accepts the request, students may add the respective course to their registration form. Otherwise, they must make a request for other course(s). Students may select the number of courses permitted by course load rules (under credit limits as per their academic status/deficiency), while ensuring that all pre-requisites have been completed and there is no timetable clash among the courses. Courses with a timetable clash will be dropped automatically from students' online registration form.
e. After all the courses they plan to do in the next semester have been accepted by the concerned instructors, students need to submit the online registration form for the approval of the DUGC within the prescribed timeline.
f. If a student fails to complete Pre-registration due to any reason, they can register online for the courses/credits on the due date of registration in the next semester. However, this will carry a fine (which at present is Rs. 2500/-). If a student has missed the Pre-registration due to medical or bonafide reasons, they may request for the fine to be waived. The request should be made to the Chairperson, SUGC, whose decision shall be final in this regard.

4.3.2 Final Registration

Students who have completed their Pre-registration are automatically treated as finally registered and may proceed to Add-Drop (as discussed in clause 6.3.3). Students may use the Final Registration option only under the following circumstances:

a. Their Pre-registration has been cancelled by the DUGC.
b. They did not complete the Pre-registration process in the previous semester.
c. They were on approved semester leave (due to any reason) in the previous semester.

These students can register during the Add-Drop period (see clause 6.1.3). The students who were on approved semester leave on medical grounds must mandatorily undergo the medical examination by the institute's Medical Board and obtain a medical fitness certificate to continue in the current semester. Failure to appear before the Institute's Medical Board will lead to cancellation of registration and forced semester leave, subject to the approval of the Senate. Such students will be allowed to register provisionally in the current semester till the medical fitness certificate is obtained.

In summer term, students can request for the courses during the add-drop period and after acceptance by Instructor(s), their forms must be approved by the DUGC.

4.3.3 Add-Drop Period

Students who wish to alter their pre-registration form may use add-drop period to add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add/drop request needs to be accepted by the Instructor-in-Charge of the concerned course. Once an add/drop request has been accepted, students need to change their online registration form accordingly and submit it to the DUGC for final approval.

4.3.4 Dropping of Courses After Add-Drop Period

Students may also request to drop course(s) up to about four weeks prior to the last date of classes (exact date is specified in Academic Calendar) with the following conditions:

a. Dropping of course(s) should not result in the semester load becoming less than the specified minimum number of credits (for their respective Brackets), for a regular semester. This limit may be reduced, if a student needs less than 35 credits (or lower limit of their respective Brackets) for completion of the graduation requirement in their last semester.

b. The request to drop course(s) must be approved by the Instructor-in-Charge of the course and the Convener, DUGC. It is the responsibility of the student to get approval from the Instructor-in-Charge and the Convenor, DUGC by the last date for dropping the course, as mentioned in the Academic Calendar.
c. The total number of credits of courses dropped beyond the add-drop week should not exceed 44 during the entire program. This includes the Summer terms (if registered) and applies to all UG programs.

Adding of courses is not permitted in the summer term. However, students may drop a course up to two weeks prior to the last day of classes.

4.3.5 De-Registration from a Course

Registration of a student in a course may be cancelled at any stage if it is found that they do not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing them from attending the course or if it is found that they are not eligible to register for that course for any other reason.

The instructor of a course may also recommend cancellation of registration of any student in that course for reasons such as absence from classes without proper authorization (as per clause 5.1.6a). The instructor may recommend such de-registration of students up to four weeks prior to the last day of classes. The exact last date of de-registration is available in the Academic Calendar. The instructor should send de-registration recommendations to the SUGC Chairperson through the concerned DUGC. The SUGC Chairperson's decision in each case shall be conveyed to the instructor and the student at least two weeks prior to the last day of classes. Further, if de-registering a student from a course, results in the students' registration falling below the minimum prescribed credits as per their academic category, then the student cannot be de-registered from the course.

4.3.6 Academic Load in Regular Semesters

Each course carries a weightage in terms of credits indicating the approximate number of contact hours (lectures and tutorials and/or laboratory hours) as well as self-study hours per week required for the course. Credit calculation for a course is done by the following formula: C=3L+2T+P+A, where C is the number of credits, L is the number of lecture hours, T is the number of tutorial hours, P is the number of laboratory hours, and A is the additional number of hours needed for assignments and projects, as decided at the time of approval of the course.

4.3.6.1 Normal Academic Load

Normal academic load is fifty credits per semester. UG Students may register for up to 30 percent less or 30 percent more credits than the normal load. That is, UG students may register for 35-65 credits subject to the approval of the registration form of a student by the DUGC. Maximum credits (including Credits for External Activities) a student can register for in a regular semester is 65.

In the case of Credits for External Activities (CEA), student may register up to 27 credits in regular semester and up to 9 credits in summer term; over the entire program only 27 credits are allowed. However, if any department has already received approval for granting additional credits for external/internship activities (which must be clearly mentioned in the course template), then the allowed CEA credits will be further capped such that the total credits of template-approved external activities plus the credits earned from CEA courses is larger of 27 and the maximum credits specified by the departmental template. For more information, refer to Appendix-F.

4.3.6.2 Academic Load for Bachelors-Masters Dual Degree students

The Bachelors-Masters Dual Degree students, after migrating to the PG part of the programme, can register for a load depending on whether they are registering for course credits only, or including Thesis credits, or including Project credits. The credits allowed are (including the UG and PG credits):

a. For students registering for course credits only, the credit limits will be 35 to 65
b. For students registering for Thesis credits only, the credit limits will be 27 to 36
c. For students registering for Thesis credits (with course), the credit limits will be 27 to 45
d. For students registering for Project credits (with or without course), the credit limits will be 35 to 65

4.3.6.3 Exceptions to Regular Rules regarding Academic Load

Under-load: Students who are identified as academically deficient may register for a minimum of 27 credits. In addition, students in their final semester or an extended degree student may register for credits less than the minimum credit limit if:

a. They only require that many credits for the completion of their academic program.

b. Any course(s) is/are not being offered in the concerned semester

For students doing Credits for External Activities (CEA) in a semester in off-campus mode, permission to register for less than minimum allowed credits in a semester (i.e. an underload waiver) may be provided.

Over-load: In special cases students can register for Extra Course or Extra Load beyond the graduation requirement. There is no provision to audit a course for UG students.

A. Extra Course: Students in the advanced stage of their programme may register for extra courses (within the upper credit limit i.e., 65 for bachelor's and 45 for Dual Degree) that are not part of their graduation requirements. The rules regarding such registration are as follows:
   i. Students are allowed to take extra course(s) only when they need 100 or less additional credits to complete all the requirements of their programme.
   ii. Such extra course(s) may only be taken with the consent of the course instructor(s), DUGC and approval from the SUGC.
   iii. Students should submit the list of the extra course(s) to the DoAA office at the time of registration.
   iv. At the time of registration in the extra course(s), the student has to declare whether s/he would do the extra course(s) on the basis of a letter Grade (A-F) or pass/fail (S/X).
   v. All such extra courses will be shown on the student's transcript.
   vi. If the student chooses to do the extra course(s) on the basis of a letter grade, then the letter grade received in such extra course(s) will be counted towards SPI/CPI

B. Extra Load: Any student with a CPI of 8.5 or higher may request registration for more than 65 credits in a semester. The rules regarding such registration are as follows:

A student has to declare which course they intend to register for as extra load at the time of registration.

   i. If a student registers for additional load, then the total credits for that semester may be up to 70 credits.
   ii. These additional courses will not count towards satisfying their graduation requirement.
   iii. The student may choose to take such courses on the basis of a letter grade (A-F) or pass/fail (S/X). The grades earned in the overload courses will be shown on the student's transcript, but these grades will not be included in the calculation of SPI/CPI.
   iv. Such course(s) under Extra Load may only be taken with the consent of the course instructor(s), DUGC and approval from the SUGC.
   v. Students should submit the list of the course(s) under Extra Load to the DoAA office at the time of registration.

4.3.7 Academic Load in Summer Term

UG students may register for a maximum of 27 credits in the summer-term. The summer-term is not a regular semester. All students are allowed to opt for the credits/courses offered in the summer-term. Only students who can complete the course requirements for graduation by the summer-term may register for a maximum of 29 credits.

Bachelors-Masters Dual Degree students, in the PG part of their programme, may register for either of the following work in the summer term (i) a maximum of 18 credits of thesis or (ii) a maximum of 9 credits of course work and 9 credits of thesis or (iii) at most 20 credits of course.

4.3.8 Cancellation of Registration

Refer to clause 5.1.6.

4.4 Administrative Registration

This involves two steps:

a. Payment of fees and clearance of outstanding dues (if any)
b. Giving biometric attendance under the supervision of the Office of the Dean of Students' Affairs (DoSA)

4.5 Late Registration

Students are expected to complete the registration process (both academic and administrative) by the date specified in the Academic Calendar. In exceptional circumstances they may be allowed to complete the process by the date of late registration after paying the late registration fine (currently Rs. 1000/-). This fee may be waived if prior permission from DOSA for late registration is obtained. Besides, it may also be waived in case of unexpected events, such as illness or family emergency, when it may not be possible to take prior permission.

In exceptional cases, for Dual Degree students who have completed course work and left with only thesis credits, the Chairperson SUGC, based on the recommendations of the supervisor and the DUGC, may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis credits, at max, proportionate to the remaining time in the semester (with late fine).

Chapter 5: Teaching and Evaluation

5.1 Teaching

5.1.1 Medium of Instruction

The medium of instruction is English. All students admitted to the first year of the BT and BS programmes are required to take a diagnostic test in English termed as EDT (English Diagnostic Test). Based on their performance in the test, all BT/BS students are required to credit a relevant level of the course in English Language and Communication (ELC) as a part of their SCHEME course requirements.

5.1.2 Offering a New Course

All undergraduate courses require the approval of the SUGC before being offered. A course should be proposed by an interested faculty member in a prescribed format at least six weeks before the preregistration dates of the semester in which it is proposed to be offered for the first time. The Convenor, DUGC should e-mail the proposal to all faculty members to elicit their comments and suggestions, and should send a hard copy/ soft copy of the proposal to the Chairperson, SUGC. A minimum period of two weeks should be allowed for such comments to be received. After this period, the Convenor in consultation with the proposer of the course will write to the Chairperson, SUGC for approval with the proposal in its final form after taking into account all comments/suggestions and making suitable modifications. The comments/suggestions received should be enclosed with the letter to the Chairperson, SUGC. If over 20 percent of the contents have been modified, the proposal should be recirculated to all faculty members. At least one week should be allowed for the receipt of comments on the revised course proposal.

5.1.3 Course Offerings for a Given Semester

The list of courses to be offered by a department / programme in the next semester is finalised before the pre-registration period in the current semester by the Head of the Departments in consultation with the faculty. For the summer term, this list is finalised at least ten days before the registration date for the summer term. The courses to be offered are decided by taking into consideration all the requirements of the programme templates.

5.1.4 Duration of Courses

Courses may be for a full semester or half a semester. A full semester course with 9 credit units of lectures typically has 39 lectures of 50 minutes each or 26 lectures of 75 minutes each. Half semester courses, also called modular courses, have half the number of lectures. Modular courses can be offered in the first half or the second half of a regular semester/summer term.

5.1.5 Conduct of Course

Each course is conducted by the Instructor-in-Charge with the assistance of the required number of instructors, tutors, and teaching assistants. The Instructor-in-Charge is responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding and submitting the grades on the grade submission portal.

5.1.6 Absence from Academic Activities

a. If a student is found to be absent from class without sanctioned leave, then the course instructor may recommend de-registration of the student from the course. The policy regarding unsanctioned leave leading to de-registration or any other consequence must be declared by the instructor at the beginning of the course, in FCH. This rule applies to regular as well as modular courses that are conducted in both regular semesters as well as in the summer term.

b. Without prejudice to the provision made for leave of absence in the UG manual, absence for a period of four or more weeks at a stretch, during a semester (two or more weeks during a summer term), shall result in de-registration of student in that semester. However, award of partial credit of research units, if applicable, may be considered for such a student. Furthermore, unauthorized absence (i.e., absence without due permission) may result in termination of the student's programme by the Senate in addition to loss of financial assistance, if any, for the entire period of such unauthorized absence(s) or part thereof.

5.1.7 Work-Week and Class Timings

The institute operates on a 5-day per week schedule. Regular class timings are from Monday through Friday from 8:00 am to 7:15 pm, but classes for UG (IC & DC courses) are only between 8 am and 6 pm. Two slots (Tue and Thu) with time slots 7:00 pm to 8:15 pm are blocked for all make-up/extra classes and scheduling quizzes throughout the semester. Extra/make-up classes or quizzes are planned with due consultation of the registered students. No classes are scheduled on a regular basis outside this time period. Lecture / tutorial classes are usually scheduled in 50 or 75-minute slots. Lab classes are usually scheduled in 180-minute slots. No classes are usually held on Saturdays and Sundays, unless announced by DoAA as make up for some holiday or otherwise.

Extra classes may be scheduled by an instructor in case the regular schedule does not allow for 39 hours of instruction (in a lecture course), and/or if an instructor has to miss a regularly scheduled class. The instructor may schedule extra/make-up classes in consultation with the students registered in the course at a time that is mutually convenient to every student.

5.2 Evaluation and Performance Feedback

The evaluation of students' performance in a course is a continuous process. Students' performance is evaluated through a mid-semester examination, an end-semester examination, quizzes (short-tests), assignments, laboratory work (if applicable), etc. The weightage of each component to determine the final grade in the course is decided by the course instructor who must declare to the students about these weightages at the start of the semester, in the FCH.

For evaluation and grading process of the Credits for External Activities (CEA), please refer to Appendix-F.

5.2.1 Examinations

The mid-semester and end-semester examinations are scheduled by the office of the Dean of Academic Affairs during the periods specified in the Academic Calendar. For half-semester modular courses there shall be one examination on the completion of the module. It is held during the mid-semester examination period if the course is taught during the first half of the semester, or along with the regular end-semester examinations if the course is taught during the second half of the semester.

It is mandatory to conduct End Semester Examination in a course, unless the instructor has already informed DUGC(s) of the department(s) offering the course as well as students registered in the course at the beginning of the course.

5.2.2 Quiz, evaluated assignments

To ensure the principle of continuous evaluation, it is recommended that core course instructors conduct at least two quizzes/tests, one before the mid-semester examination and other between the mid-semester and the end–semester examination. In a core modular course, it is recommended to have at least one quiz since it has only one examination. Schedule and number of quizzes for other course(s) will be decided by the instructor.

5.2.3 Make-up Examination

If a student, for bona fide reasons such as illness, etc., fails to appear in the end-semester examinations in one or more course(s), they may make a request through the DUGC Convener to the SUGC Chairperson for a make-up examination within a day of the last scheduled examination. Such requests must be made on the prescribed form available from the DoAA website, giving reasons for the failure to appear in the examination along with documents supporting the given reason. In case of illness, a certificate from the Chief Medical Officer of the Institute Health Centre should be submitted. The end-semester make-up exam of the modular courses offered in the first half of the semester/summer term be conducted on the immediate weekend falling after the last date of conducting the mid-semester exams, as detailed in the Academic Calendar. The grades for such modular courses should be declared to the students before the commencement of the Academic Pre-registration for the next semester.

A passing grade cannot be awarded if a student fails to appear in the End Semester Examination or Make-up Examination of a course. However, in such a scenario, an appropriate grade based on zero marks in the End-Semester Examination may be awarded only after the recommendation of SUGC and approval of Chairperson, Senate.

Make-up examination for mid-semester examination within specified date or proration of mid-semester exams will be conducted by Instructors, in case of missing mid-semester exams on medical grounds.

If a student fails to appear in quiz, or to submit an assignment etc., it is entirely up to the instructor to decide whether to provide a make-up opportunity. This rule applies even if the student's inability to do the work at the scheduled time was a result of illness and/or sanctioned leave.

5.2.4 Results of Examinations and Quizzes

The graded answer booklets for the mid-semester examinations must be shown to the students within 14 days of the last day of mid-semester examinations as prescribed in the academic calendar. The final grades of all the students in a course must be submitted to the DoAA within 72 hours, 96 hours, and 120 hours after the examination for courses with class strength up to 50, between 51 and 150, and above 150 respectively. Instructors are required to show the graded answer booklets for all evaluation components before the grade submission for the end-semester examination. It is the student's responsibility to be available at the time specified by the instructor for this purpose. Answer booklets of the final examination must be returned to the instructor after the students see them and saved by the instructor for a minimum of six months.

5.2.5 Letter Grades and Weightages

At the end of the semester/summer term, students are awarded a letter grade in each course by the concerned Instructor-in-charge considering their performance in various examinations, quizzes, assignments, laboratory work (if any), etc., besides regularity of attendance in classes.

Institute has adopted granular grading system uniformly for all students from 2022-23-I Semester. The letter grades, their description, and the numerical value on a 10-point scale (called Grade Points) are as follows:

Grade	Grade Points	Performance
A*	10	Outstanding
A	10	Excellent
B+	9	Very Good
B	8	Good
C+	7	Fair
C	6	Satisfactory
D+	5	Marginal
D	4	Pass
E	0	Exposure
F	0	Fail
S	-	Satisfactory
X	-	Unsatisfactory
I	-	Incomplete
W	-	Waiver

A* grade is intended to recognize and encourage outstanding performance in a class. This grade is to be awarded sparingly.

E grade indicates that the student has failed the course, but they may be allowed to register for a course for which this course is a pre-requisite, even before this course is repeated and passed. This facility of waiver of pre-requisite requirement is subject to the approval of the instructor of the course (of which this course is pre-requisite) and the concerned DUGC.

In some courses such as projects, seminars, physical education etc. Satisfactory (S) / Unsatisfactory (X) grade is awarded. Grade 'X' implies that the student has failed the course. S/X grades are not used for the calculation of CPI/SPI.

Two additional letters, namely, 'I' and 'W', which stand for Incomplete and Waiver, respectively, may be given for a course. These are not grades.

Incomplete (I grade): A student may be awarded the letter I (Incomplete) in a course if they have missed, for a genuine reason, a minor part of the course requirement but has done satisfactorily in all other parts. An 'I' must, however, be converted by the Instructor-in-Charge into an appropriate letter grade and communicated to the DoAA office by the last date specified in the Academic Calendar. Any outstanding 'I' after this date shall be converted

automatically into an F grade. In case of project courses 'I' may not be awarded for mere non-completion of project due to lack of facility etc.

Waiver (W grade): The letter 'W' is awarded when a student earns credits at another institution and the SUGC decides to waive similar credits from their programme of study at IIT Kanpur. The grade earned in lieu of which the waiver is granted is not to be used for the computation of SPI/CPI.

5.2.6 Semester Performance Index

The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all the courses credited in a semester. If the grade points associated with the awarded grades to a student are g1, g2 ... in a given semester and the corresponding course credits are c1, c2,...., then the SPI for that semester is calculated by multiplying the number of credits for each course with the grade point for that course, adding these up for all the courses registered in the semester, and then dividing this sum by the total course credits for the semester:

$$SPI = \sum_{i \in SEM} (c_i \times g_i) \Big/ \sum_{i} (c_i)$$

S and X grades shall not be considered in the computation of the SPI.

5.2.7 Cumulative Performance Index

The Cumulative Performance Index (CPI) indicates the overall academic performance of a student. It is computed in the same manner as the SPI, except that here we consider all the courses registered up to and including the latest completed semester/summer term.

$$CPI = \sum_{i \in ALL} (c_i \times g_i) \Big/ \sum_{i} (c_i)$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but both grades are mentioned in the Grade Sheet.

5.2.8 Declaration of the Final Result

The grades earned by a student in a regular semester/summer term shall be communicated to them typically within ten days of the last date for submission of grades. A printed copy of the Grade Sheet will be issued to each student after each semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

5.2.9 Withholding of Grades

The grades of a student may be withheld if they have not paid their dues, or if there is a case of indiscipline pending against them or for any other appropriate reason as per the directives of the Senate.

5.2.10 Change of an already awarded grade

A letter grade once awarded shall not be changed unless the request is made by either the Instructor-in-charge or another Instructor/tutor of the course, and is approved by the Chairperson, Senate. Any such request for a change of grade must be made within six weeks of the start of the next semester on the prescribed form available from the DoAA website, with all relevant records and justifications.

5.2.11: Supplementary Examination

Students may apply for a supplementary examination only for IC, DC, SCHEME, and ESO/SO courses in which they have received an "E" or "F" grade. Students who fail a course through a supplementary exam cannot reapply for another supplementary exam for that course unless they fail it again in a subsequent regular semester. The DoAA office will call for the submission of exam requests in December and May for the Winter and Summer cycles, respectively. In each cycle, a student can take at most two supplementary exams. Students who pass a course through a supplementary examination will be awarded a "D" grade only, which will be reflected in their grade sheet.

Chapter 6: Inadequate Academic Performance

A student is expected to maintain at least a minimum level of performance at all times. The academic performance of each UG student is reviewed by the Academic Performance Evaluation Committee (APEC) at the end of each regular semester.

6.1 Mechanism to Address Inadequate Performance (Y21 & earlier)

A deficient student may be placed on Warning or Academic Probation, or their academic programme may be terminated as per the rules applicable for that particular batch. A student on Warning or Academic Probation is required to sign an undertaking incorporating the following conditions:

a. They shall register with higher priority for those courses (or their substitute) in which grade F/E/X is obtained.
b. They shall not hold any office in the Hall of Residence, Students' Gymkhana or any other organisation/body.
c. Any other terms and conditions laid down by the SUGC/Senate.

The parents/guardian of these students is required to countersign this undertaking. If a student is unable to meet these terms and conditions due to some genuine reasons, they must explain this to the DUGC/SUGC before the semester ends.

The criteria for placing students on Warning, Academic Probation, and Programme Termination are described in the following sections. Here, *N* denotes the number of semesters for which the student has registered, SC denotes the number of credits completed in the last regular semester, and TC denotes the number of credits completed in all the semesters till that point.

6.1.1 Warning

The following table shows the criteria for being on Warning (WR):

Batch	BTech/BS/Bachelors-Masters Dual Degree	Credits limit for registration (Min-Max)
2013 to 2021	SC ≥ 30 and (24+N) N ≤ TC < 36N Or SC < 30 and TC ≥ 36N For PG part of Dual Degree: Refer to PG Manual	35-49*

Where: SC=Semester Credits, TC=Total Credits, N= Number of semesters excluding Summer term
* Please see clause 6.5.

6.1.2 Academic Probation

The following table shows the criteria for being on Academic Probation (AP):

Batch	BTech/BS/Bachelors-Masters Dual Degree	Credits limit for registration (Min-Max)
2013 to 2021	SC ≥ 30 and TC < (24+N) N Or SC < 30 and (24+N) N ≤ TC < 36N Or SC < 30 and TC < (24+N) N and not on Probation in the previous semester For PG part of Dual Degree: Refer to PG Manual	27-38*

Where: SC=Semester Credits, TC=Total Credits, N= Number of semesters excluding Summer term
* Please see clause 6.5.

The above credits limit is also applicable for students placed on Special Academic Probation (AP*) after the re-instatement of the programme.

The above cited credit limits of deficient students placed WR/AP/AP* at the end of EVEN semester may be relaxed in the ODD semester, if sufficient number of credits are cleared by the student(s) in the summer enabling them to come out from academic deficiency.

6.2 Mechanism to Address Inadequate Performance (Y22 and later)

Categorisation of Students under Bracket A/B/C1/C2/D:

Based on the academic performance in the previous semester, the UG students are placed on a Bracket for the next semester, that they shall register at the Institute. Following is the criteria for categorisation of the Bracket of the students:

Bracket	Definition	Credit Limits	
		Regular	Summer (Max)
A	CAR greater equal to 50[+]	35-65	27
B	CAR greater equal to 40 AND at least one backlog[+]	35-65	27
C1	CAR greater equal to 40, but failed to complete IC by 5th semester	35-65++	27
C2	CAR greater equal to 30 for first 3 semesters OR greater equal to 35 (for later semesters), but less than 40	35-49[†]	27
D	CAR less than 30 (for first 3 semesters) OR less than 35 (for later semesters)	27-42[†]	22*

+ And completed IC courses by 5th semester

++ DUGCs shall moniter students with pending IC requirements and priortize backlog IC course completion

*For summer registration, bracket would be as per previous July-Nov semester.

† Please see clause 6.5.

Note: 1. The above cited credit limits of students placed in Bracket-C1/C2/D at the end of even semester may be relaxed in the ODD semester, based on the summer results. However, the change in bracket will be applicable for the purpose of relaxation in the credit limits only, the rest of other guidelines/restrictions will remain same.

Where: Credit Accumulation Rate (CAR) = TC/N

Where: TC = Total Credits a student has earned

N = Number of semesters a student has completed (excluding Summer term)

6.3 Termination of Academic Programme

The termination policy has changed from Y22 onwards. These are mentioned below:

6.3.1 For the students enrolled in BT, BS and Double Major programmes (Y21 and earlier):

No student's programme may be terminated who is not already on academic probation (or Warning in case of the PG part of a programme). The following table shows the criteria for programme termination:

Batch	BT/BS/Bachelors-Masters Dual Degree
2013 to 2021	On Probation and SC < 30 and TC < (24+N) For PG part of Dual Degree: Refer to PG Manual

Where: SC=Semester Credits, TC=Total Credits, N= Number of semesters excluding Summer term

For the students enrolled in Bachelors' – Masters' Dual Degree Programme. The PG part for the Bachelors' – Masters' Dual Degree students will be governed by the PG manual.

6.3.2 For the students enrolled in BT, BS, BTH, BSH, BTM, BSM, BCy and Double Major programmes (Y22 and later):

The institute has adopted NO-TERMINATION policy and therefore, the academic programme of a UG student enrolled in any of the above academic programmes will not be terminated on grounds of their academic performance.

6.3.3 For all Dual Degree students:

For the students enrolled in Bachelors' – Masters' Dual Degree Programme. The PG part for the Bachelors' – Masters' Dual Degree students will be governed by the PG manual (see Appendix B).

Note: Apart from the above, the academic programme of an UG student can be terminated on other grounds.

6.4 Appeal Against Termination

A student whose academic programme has been terminated may appeal to the Chairperson, Senate, for reinstatement to the programme. In case of termination due to inadequate academic performance, the student should clearly explain causes for the poor academic performance, including how those causes will not adversely affect their performance in the future. The Senate shall take a final decision after considering all available inputs. A student may re-appeal if a previous appeal/re-appeal has been turned down. However, the Senate may not entertain any re-appeal for review unless substantial additional information is brought to its notice.

6.5 Credit relaxation in graduating semester for the academic deficient students (WR/AP/AP*/Bracket-C2/D)

If a BT/BS student under Academic Warning (WR), Academic Probation (AP), Special Academic Probation (AP*), Bracket C2, or Bracket D can complete all graduation requirements by taking one extra course in a particular semester, the SUGC may approve a credit limit extension of maximum up to one additional course for that semester, subject to a recommendation from the DUGC. Maximum credit limit shall remain 65.

Chapter 7: Rules Governing Change, Addition in the Programme

An undergraduate (except BCy) student already admitted to a programme may switch to another department through branch change or enhance their programme through the options: Minor, BTM, BSM, BTH, BSH, Dual-Degree, and Double Major. Additionally, a UG student can opt for an exit option detailed in this chapter.

7.1 Branch Change

A student may be allowed a change of branch based on their academic performance, subject to strength constraints of the departments. Change of branch / programme for a student is a matter of privilege and not a right. Once a Branch Change has been granted, a student cannot revert to the original programme under any circumstances.

7.1.1 Eligibility

a. A student may apply for branch change only after second semester if they have received a passing grade for all courses prescribed in the template for the first year of the programme, including courses where S/X grades are awarded.
b. Branch change will not be permitted at any other stage.
c. Any student who has failed a course in their first year will not be considered for branch change, even if the student has passed the course at a later stage (for example by repeating the course or taking supplementary exam).

As a one-time exception, Y25 students can apply for branch change in 3rd and 4th semester of their batch. Students who have been allotted a new branch are not eligible to apply for branch change in the subsequent semesters. Interested student may contact to UG office for more details.

7.1.2 Application Process

a. The DoAA office will call for applications for branch change at the end of second semester of every batch.
b. Eligible students may apply for change of branch.
c. The applications received by the deadline will be processed by the DoAA office. The report detailing the lists of eligible and non-eligible students, seat matrix, vacant seats and the list of students recommended for branch change will be sent to the SUGC for consideration.
d. The recommendations of the SUGC will be sent to the Senate for approval.
e. Students whose branch change applications have been approved by the Senate will be informed before the commencement of Add-Drop of the upcoming semester.
f. Branch change will be considered based on the CPI at the end of the second semester for a given batch for all applications.

7.1.3 Academic Roadmap

a. Once a branch change has been granted, students are expected to follow the template for the new programme to which they have been admitted.
b. Students granted a branch change will have to use Add-Drop to drop the pre-registered courses and add the courses of the new branch.
c. Such students should register for the courses after consulting the DUGC Convener of the respective department to which they have been admitted.
d. Such students are responsible for ensuring that all academic requirements of the new programme are fulfilled.
e. There is no provision for withdrawal from a branch change. Courses completed till the branch change will be mapped as per the requirements of the new programme.
f. Additional IC courses to be done after branch change can be found in Appendix D

7.1.4 Calculation of Seat Availability

a. The vacancies in various programs, and allotment of branch changes, will be computed irrespective of categories.
b. The exact guidelines for calculating the availability of seats in different programs, can be found in Appendix C.

7.2 Bachelors-Masters Dual Degree Programme

The Bachelors-Masters Dual Degree programme is divided into three categories:

Category A: Both degrees in the same discipline (available in all departments running a Bachelor's programme)

Category B: Bachelor's and Master's Degrees in different discipline (Master's under this category is NOT available in CSE and EE.)

Category C: Bachelors in any discipline combined with an MBA degree.

7.2.1 Eligibility

a. Students should have a minimum CPI of 6.0 at the time of applying.
b. Students should have no backlogs in non-OE credits in their UG programme at the time of applying.
c. For students applying under Category B or C, there may be additional norms. Students may approach the concerned department for details regarding such additional eligibility norm.
d. Admission into the dual degree programme is subject to the fulfilment of eligibility criteria and availability of seats in the concerned programme.

Option to apply for a 5-Year degree programme i.e., a Dual Degree or a Double Major Programme is available to the students registered in a 4-Year degree programme. Students already enrolled in a 5-Year degree programme cannot apply for another 5-Year degree programme.

7.2.2 Application Process

a. For Category A dual degree programme, the DoAA office will call for applications at the end of fifth, sixth, and seventh semester of every batch.
b. For Category B and C dual degree programme, the DoAA office will call for applications at the end of sixth and seventh semester of every batch.
c. The DoAA office will call for Dual Degree applications under all three categories twice a year in April and November.
d. Eligible students may apply for programme conversion to Dual Degree. The applications received by the deadline will be processed by the DoAA office after the results of that semester have been declared.
e. Departments may conduct interviews, written tests or have some additional requirements for admission to Category A, B and C.
f. Departments will be expected to send their recommendations to the DoAA office before the registration for the next semester is due to begin.
g. The recommendations of the department will be sent to the SUGC for approval.

Students who have been granted admission into the Dual Degree programme will be informed before the commencement of ADD-DROP for the next semester.

7.2.3 Academic Roadmap

a. Details of Dual Degree course work are available in course templates of each department.
b. Dual Degree students will be allowed to use OE slots and overloads (overload rules are given in Section 4.3.6 and 4.3.7) to complete their dual degree course requirements. The use of such slots should be done in consultation with the DUGC Convener of the parent (UG) as well as the host (PG) department.
c. Some DE/OE credits may be waived from the UG graduation requirement to be used for PG requirements by Dual Degree students. Details regarding all such waivers for Dual Degree students are available in the course templates of each department.
d. Migration to the Masters part of the Dual Degree programme will be done only when the student has completed all the mandatory credit requirements from the undergraduate part of the programme up to the seventh semester.
e. Upon migration to the Masters part of the Dual Degree programme, the student will be issued a new roll number for the PG part of the programme.

f. Dual degree students may apply for shifting/swapping of courses, between their UG and PG part of the programme, only once, after the Add-Drop period of the 10th semester and before the deadline prescribed by the DoAA office.

7.2.4 Withdrawal from the Bachelors-Masters Dual Degree Programme

a. Students who have been allotted a Bachelors-Masters Dual Degree programme can withdraw from the Masters part of the programme. The request for withdrawal from the Masters part of the programme can be submitted anytime during the Dual Degree programme.
b. The request should be made to the Chairperson SUGC, through the DUGC Conveners of both (UG and PG) departments, as well as the thesis supervisor (if one has been assigned). Permission to withdraw from the PG part of the programme is subject to the approval of the Chairperson, SUGC.
c. In case the PG part of the programme is withdrawn, the student will be required to complete all the mandatory graduation requirements of the undergraduate programme in the parent department for the award of the UG degree. The courses, excluding thesis, project, special topics and the seminar courses, taken in the PG part of the programme, will be counted as OE/DE/ESO/SCHEME credits, however applicable, for completion of the UG programme. The grades earned in the PG part of the programme will be printed on the grade sheet of the UG programme and will be used to compute SPI and CPI. Courses opted for under Clause 6.1.5.1 will be treated as detailed therein.
d. If a student withdraws from the PG part of the dual degree programme after the course drop deadline of the current semester, all the courses currently registered in the semester cannot be dropped except thesis, project, special topics and the seminar courses.
e. If a student withdraws from the Dual Degree programme after migration to the Dual Degree programme, re-enrolment in the Dual Degree programme shall not be permitted.

If the PG part of the Dual Degree programme has been terminated due to inadequate academic performance or otherwise, the student will be required to complete all the mandatory graduation requirements of the undergraduate programme in the parent department. If the student wishes to continue with their Dual-Degree program, they can appeal as per the procedure in PG manual. However, if the student wishes to graduate with only UG degree, the student needs to submit an undertaking stating that they have agreed to graduate with only UG degree and will not appeal against termination of the PG part of the Dual Degree programme in future. The student will not be listed in the UG graduation list until they submit the said undertaking. Appeals submitted after the submission of the undertaking, if any, shall be summarily rejected.

7.2.5 Termination of the PG part of the Dual Degree Programme

a. The PG part of the programme will be terminated if a student is more than 40 credits short of the total credit requirements of her/his UG programme at the end of the eighth semester.
b. Students pursuing Dual Degree would further be subject to the termination criteria as specified in the PG Manual (9th semester onwards).

7.2.6 Financial Assistance

The Institute may provide only category A and category B students registered in the Masters' part of the Bachelors-Masters Dual Degree Programme, financial assistance in the form of teaching or research assistantship (referred to as Institute Assistantship). The Institute Assistantship is awarded for the 9th and 10th semesters of the Dual Degree Programme. The period of payment of Assistantship for the odd semester is from August to December and for the even semester is from January to May. The stipend for the assistantship is paid at the approved rates. A student is expected to devote up to eight hours per week towards job(s) as assigned to them. The payment of assistantship in the 10th semester is contingent on the student's satisfactory performance in the academic programme and the discharge of assistantship duties during the 9th semester.

7.2.7 Eligibility criterion for availing Institute Assistantship

a. The student should be registered in the Master's part of the Bachelors-Masters Dual Degree Programme, and
b. A valid GATE/CEED score (as valid for the individual discipline) is required for the award of the Institute Assistantship.
c. The requirement of a valid GATE/CEED score is waived for the students securing a CPI of 8.0 or above in the Bachelors part of the Bachelors-Masters Dual Degree Programme.

For Seat details in the Dual Degree program, kindly see Appendix C.

7.3 Double Major

7.3.1 Eligibility

a. Students should have a minimum CPI of 7.0 at the time of applying.
b. Students opting for Double Major may not apply for formal admission into a Minor. However, they are free to apply for Minor and take courses for a Minor of their choice, provided the Minor is not offered by their parent or double major department. If they can register for the courses for such a Minor without being formally admitted to the Minor and can complete all the required courses for that Minor in this fashion, they may apply to get a retrospective Minor at the time of graduation.
c. Admission to the Double Major programme is subject to CPI criteria and availability of seats.
d. Option to apply for a 5-Year degree programme i.e., a Dual Degree or a Double Major Programme is available to the students registered in a 4-Year degree programme. Students already enrolled in a 5-Year degree programme cannot apply for another 5-Year degree programme.

7.3.2 Application Process

a. For Double Major programme, the DoAA office will call for applications at the end of fourth and seventh semester of every batch.
b. The DoAA office will call for applications for the Double Major in April and November.
c. Eligible students may apply for the Double Major programme.
d. Students applying for the Double Major programme in the 7th semester need to apply along with a course plan for the subsequent semesters and the following process will be carried out:

PHASE 1	• Students who "(i) had applied and not allotted any DM in 1st round (4th semester), (ii) are applying for the first time (7th semester)" will be given preference in 2nd round which is held at the end of the 7th semester • Based on the CPI and remaining seats of 1st (4th semester) round, allotment process will be carried out • In this Phase, Supernumerary seats will be created in the case of a 'Tie'
PHASE 2	• Students who are re-applying the second time after withdrawing from allotted Double Major in the 1st round (4th semester) • Allotment process will be carried out, based on the CPI and remaining seats of PHASE 1 • No extra seats will be created for a 'Tie' case

e. The applications received by the deadline will be processed by the DoAA office after the results of that semester have been declared. The applications will be forwarded to the departments concerned for recommendation.
f. Departments will be expected to send their recommendations to the DoAA office before the registration for the next semester is due to begin.
g. The recommendations of the department will be sent to the SUGC for approval.

Students who have been granted admission into the Double Major programme will be informed before the commencement of Add-Drop period of the upcoming semester.

7.3.3 Academic Roadmap

A detailed list of courses that need to be completed for a Double Major is available in the course templates.

a. Double Major students will be allowed to use OE slots to complete requirements for their second major. The use of such slots should be done in consultation with the DUGC Convener of the parent as well as the host (second major) department.
b. Some OE credits may be waived from the parent department graduation requirements to be used for the second major requirements of the Double Major students.
c. Double Major students may be allowed to take relevant courses in the summer term, if offered.

d. Once a student is admitted into the Double Major programme, they will be advised by the DUGC Convener of both, the Parent and the Second Major departments.

Additional IC courses to be done for second major can be found in Appendix D.

7.3.4 Withdrawal from the Double Major Programme

a. Students who have been allotted to a Double Major programme can withdraw from the same. The request for withdrawal can be submitted anytime during the Double Major programme.
b. The request should be made to the Chairperson SUGC, through the DUGC Conveners of both the departments. Permission to withdraw from the Double Major programme is subject to the approval of the Chairperson, SUGC.
c. If a student withdraws from the Double Major programme after the course drop deadline of the ongoing semester, courses that have currently been registered for the pursuance of Double Major cannot not be dropped.
d. In case a student withdraws from the Double Major programme, the student will graduate with a Bachelor degree in the parent department only. In this case, the credits taken as part of the second major will be treated as OE credits counted towards the fulfillment of parent department graduation requirements. These credits may also be counted towards a Minor, if applicable.
e. If a student withdraws from the Double Major programme after the Add-Drop Period of 8th semester of the respective batch, re-enrolment in the Double Major programme shall not be permitted.

7.3.5 Termination of the Double Major Programme

In case a student is unable to complete all the requirements for the Double Major in the stipulated maximum period of 12 semesters, the second major part of the student's programme will be automatically withdrawn.

If the double major is terminated, all credits taken towards the second major will be treated as OE credits counted towards the fulfillment of parent department graduation requirements. These credits may also be counted towards a Minor, if applicable.

If the student has completed all the parent department graduation requirements when the second major part of the programme is automatically withdrawn, the student may graduate with a Bachelors degree in the parent department only.

For Seat details in the Double Major program, kindly see Appendix C.

7.4 Minor

7.4.1 Eligibility

a. All UG students can apply for Minor(s) in any department except their own.
b. Double Major students can apply for Minor(s) in any department except their parent department and the department of Second Major.
c. Dual Degree students under Category A can apply for Minor(s) in any department except their own.
d. Dual Degree students under Category B/C can apply for Minor(s) in any department except their UG department and the PG department.
e. There is no CPI criterion to apply for Minors. Allotment of Minor(s) is based only on the availability of seats.
f. A student who manages to complete all the courses required for a Minor without being formally admitted to the Minor (including Double Major students) may also apply for Minor(s) retrospectively in their final semester.
g. A student may complete more than one Minor.

7.4.2 Application Process

a. For Minor, the DoAA office will call for applications at the end of 4th, 5th and 6th semester of every batch.
b. The DoAA office will call for applications for Minors in April and November.
c. Eligible students may apply for Minor(s). Each student may apply for a maximum of three minors in each application cycle.
d. The applications received by the deadline will be processed by the DoAA office. The applications will be forwarded to the concerned departments for recommendation.
e. Departments will be expected to send their approvals to the DoAA office before the registration for the next semester is due to begin.

f. Students who have been allotted Minor(s) will be informed before the commencement of the Add-Drop period for the next semester.

7.4.3 Academic Roadmap

a. Details regarding required courses for each Minor are available in the course templates.
b. A Minor entails the completion of 27-44 credits through specified courses within a discipline/programme.
c. A student may take Minor courses in OE, DE, ESO, or SCHEME slot, as advised by the parent department's DUGC Convener.
d. The student should contact the concerned department's DUGC Convener in case of failing and/or dropping a required Minor course.

7.4.4 Declaration of Courses done for completion of (prior allotment or retrospective) Minor(s))

a. All students who have completed Minor(s), either by prior allotment or retrospectively, need to submit the list of courses they have done to complete Minor(s).
b. DoAA office will call for applications once every year in April for students to declare the list of courses they have done to complete the Minor(s).
c. The applications received by the deadline will be processed by the DoAA office.
d. Minor(s) will appear on the grade sheet for the students who have submitted the applications by the deadline and have done the courses to complete Minor(s) as detailed in the course template.
e. A separate certificate detailing the list of completed courses for Minor(s) will also be awarded.
f. The grade sheet and the certificate for Minor(s) will be awarded along with the degree certificate of the parent programme.

7.4.5 Withdrawal from a prior allotted Minor

A student may withdraw from a Minor at any time by submitting an application to this effect in the DoAA office with the approval of the DUGC of the department offering Minor.

7.4.6 Availability of Seats in Minor

If the first course of a Minor programme in a department is a compulsory departmental course, then the number of students admitted per year in that Minor programme will be at least (i) 10 or (ii) 20% of the department's existing batch strength, whichever is smaller.

If the first course of the Minor is not a compulsory department course, the department will admit up to 20% of its existing batch strength. If the number of students exceeds the number that a department can accommodate, the department should clearly state the criterion it is going to apply to limit the number of students. This limitation in the number of students applies only in the first course of a Minor. In subsequent courses this limit does not apply to students who have already been admitted to the Minor.

7.5 Bachelor of Technology and Management (BTM) / Bachelor of Science and Management (BSM)

Students enrolled in the Bachelor of Technology or Bachelor of Science programme can convert to the Bachelor of Technology and Management (BTM) or Bachelor of Science and Management (BSM) programme, respectively. This is a 4-Year degree programme.

7.5.1 Eligibility

a. All students enrolled in the BT/BS programme are eligible to apply.
b. There are no CPI criteria to apply for conversion to the BTM/BSM programme.

7.5.2 Application Process

a. Students can apply at the end of their fifth semester.
b. The DoAA office will call for applications for conversion to the BTM/BSM programme in October/November.
c. Eligible students may apply for programme conversion.
d. The applications received by the deadline will be forwarded to the Department of Management Sciences for onward processing.

7.5.3 Selection into the BTM/BSM programme

a. The selection for the BTM/BSM programme will be done by the Department of Management Sciences.

b. The selection will be based on screening consisting of a written aptitude test and a personal interview exercised in an appropriate combination by the selection committee (either any of these two components or a combination of both).
c. The Department of Management Sciences will be expected to send the list of selected candidates to the DoAA office at least 15 days before the registration for the next semester is due to begin.
d. The list of selected candidates recommended by the department will be sent to the SUGC for approval.
e. Students who have been granted admission into the BTM/BSM programme will be informed before the commencement of the Add-Drop period of the upcoming semester.

7.5.4 Academic Roadmap

a. Students admitted to BTM/BSM programme will have to do 54 credits from the Management Track Basket (MTB).
b. The total credits required to complete the BTM/BSM programme will be the same as required in the BTech/BS programme of the respective department. To compensate for this, 27 OE and 27 DE credits will be waived from the BT/BS graduation requirements.
c. The details of the BTM/BSM graduation requirements are available in the course templates of each department.
d. The students admitted to the BTM/BSM programme will be governed by existing APEC rules for UG students.
e. Students admitted to the BTM/BSM programme are eligible to apply for Bachelors-Masters Dual degree/ Minor like BT/BS students.

7.5.5 Withdrawal from the Bachelor of Technology/Science and Management Programme

a. Students admitted into the BTM/BSM programme can withdraw from the same. The request for withdrawal from the Management programme can be submitted anytime during the programme.
b. The request should be made to the Chairperson SUGC, through the DUGC Convener of the Department of Management Sciences. Permission to withdraw from the Management programme is subject to the approval of the Chairperson, SUGC.
c. If a student withdraws from the BTM/BSM programme after the course drop deadline of the ongoing semester, courses that have currently been registered for the pursuance of BTM/BSM may not be dropped.
d. In case the Management part of the programme is withdrawn, the student will be required to complete all the mandatory graduation requirements of the undergraduate programme in the parent department.
e. The courses done from the Management Track Basket (MTB), if any, will be counted towards OE or DE credits, however applicable, for completion of the parent programme.
f. Once the withdrawal from the Management part of the programme is approved, the degree will be awarded to the student upon completion of all graduation requirements for the parent programme.

7.5.5 Availability of Seats in the Bachelor of Technology/Science and Management Programme

The maximum number of seats in the Bachelor of Technology/Science and Management Programme (together) for each batch is 50 (Fifty).

7.6 Bachelor of Technology, Honors (BTH)/ Bachelor of Science, Honors (BSH)

Students enrolled in the Bachelor of Technology or Bachelor of Science programme can earn the Bachelor of Technology, Honors (BTH) or Bachelor of Science, Honors (BSH) degree in lieu of the BT/BS degree, respectively. This is a 4-Year degree programme that is meant to motivate academically inclined students. A BTH/BSH degree is a good indicator that a student indeed knows about the field.

There is no formal conversion/migration to the BTH/BSH degree. At the time of graduation, the eligible students will be provided an option to choose between the BT/BS and the BTH/BSH degree within the provided timeframe. The option chosen by the student will be irrevocable.

7.6.1 Academic Requirements for earning BTH/BSH

a. Students will have to complete 2 UGPs from their own department, and
b. 27 credits of DEs from the Department Elective Honours (DEH) Basket or 27 credits of DEs of 6/7 level, as prescribed in the course templates.
c. They must score the minimum CPI, prescribed in the departmental template.
d. The details of the courses are available in the course templates of each department.

e. The students must complete their degree within eight semesters for 4-yr program and within ten semesters for 5-yr program to claim Honors in Bachelor part of the parent discipline.

Additional Notes:

a. BTH and BTM students should be considered eligible for PG programs at par with students from existing 4-year programs.
b. As BT, BTM, and BTH are different tracks, students can graduate with only one of the three. (Everything mentioned above for BT/BTM/BTH also applies for BS/BSM/BSH).
c. The departments can also choose to add specializations (based on course baskets) that can be given with the honors title.
d. For 5-yr program (Dual-Degree and Double Major) students, the honors can be earned only for the bachelors part in the parent discipline.

7.7 Exit Option Degree

Students who are not able to complete the regular UG program can be awarded exit degrees, provided that they meet the minimum requirements for the exit degree.

7.7.1 BSc (AS)

The name of the Exit degree awarded to BT/BS students would be "Bachelor of Science in Applied Sciences (BSc (AS))". The following BT/BS students can request BSc (AS) degree:

a) Registered students.
b) Students on semester leave (except due to S-SAC cases leading to academic termination /suspension/semester drop).

The requirements for the BSc (AS) degree are as follows for Y22 onwards (For Y11 to Y21 see Appendix E):

Course Type	**Credits Acquired**	**Remarks**
Institute Core (IC)	*A*	Minimum 60 credits acquired, with: a. At least two courses out of MTH111M, MTH112M, MTH113M and MTH114M b. Both CHM112M and CHM113M courses c. At least one course out of PHY112, PHY113, PHY114 and PHY115 d. Two lab courses
ESO/SO	*B*	Minimum 18 credits
SCHEME	*C*	Minimum 36 credits (with at least one course in English)
DC	*D*	Minimum 60 credits (suggested to complete all labs)
DE+OE	*300 - (A + B + C + D)*	Credits to be acquired through DEs and/or OEs
Total	300	

A, B, C and D in the table above are the actual credits acquired by the student and these can be more than the minimum credits specified in the "Remarks" column for each course type.

A student can opt for the BSc (AS) degree any time after the completion of fourth semester. This option is voluntary and cannot be forced on a student.

a) **Withdrawal from Exit Option Degree before award/completion of the same:** A student who has taken the exit option may appeal to withdraw the same before the exit degree is awarded. Such appeals should be submitted to the SUGC office through DUGC for discussion. The Senate will be the final authority to take decision on the appeal.
b) **Withdrawal from Exit Degree after award/completion of the same:** Once a student has been awarded the Exit Degree, the student cannot revert to BT/BS programme.

7.7.2 Certificate in Cybersecurity (CCy) and Diploma in Cybersecurity (DCy)

The early Exit options available to BCy students would be “Certificate in Cybersecurity (CCy)” or “Diploma in Cybersecurity (DCy)”.

Students completing 150 credits may opt to exit with a CCy and students completing 200 credits may opt to exit with a DCy. These options are voluntary and cannot be forced on a student.

7.8 Withdrawal from the programme

A student can opt to withdraw from their programme entirely by submitting a request to the SUGC Chairperson routed through their DUGC.

Chapter 8: Leave of Absence

8.1 Mid-Semester Recess and Vacation

Undergraduate students (except Dual Degree students with thesis credits) are entitled to avail the mid-semester recess, winter, and summer vacations as specified in the Academic Calendar without seeking any permission.

If a Dual Degree (DD) student has registered for thesis credits but has not yet completed those, then the student will require leave approval for the summer, winter, or mid-semester recess. For this, the student will need to apply for station leave, and the approval will be granted by the DUGC of the concerned department on the recommendation of the thesis supervisor(s).

8.2 Short Leave and Medical Leave

Leave of absence during the regular semester is discouraged for all registered students. However, for bona fide reasons, a student may apply for leave. The extent of this leave, for the UG students, including those enrolled in the Dual Degree programme, can be

a. Medical leave for a maximum of ten working days (five for summer term)
b. Short leave for a maximum of five working days (three for summer term) for any other valid reason.

In no case may a student be granted leave of absence over fifteen working days in a regular semester (eight for the summer term).

8.2.1 Processing of Leave

a. **For Short leave:** Student should apply for leave before leaving the campus in advance. In case, due to some reason, they are unable to apply for leave, prior intimation to the competent authorities (respective Hall Warden and DUGC) over email with a likely return date is necessary. On their return, they should apply for leave within one week (7 calendar days) of the last date of their leave period with the copy of the intimation email.

b. **For Medical leave with outside medical certificate**: Before leaving the campus, student must intimate in advance to the competent authorities (respective Hall Warden and DUGC) over email with a likely return date regarding their medical treatment. Under some exceptional situation, they may intimate to the authorities immediately after reaching the home. On their return, they should apply for leave within two weeks (14 calendar days) of the last date of their leave period with the copy of intimation email. The two-week (14 calendar days) deadline for submission of medical leave is also applicable for students applying for medical leave with a medical certificate issued by HC, IITK and empanelled hospitals.

c. The external medical certificate should have a clear address of the hospital/clinic etc., name of the Doctor, medical registration number and mobile number or contact number of the hospital/clinic.

d. **For Medical leave with Health Centre prescription/certificate or empaneled hospitals:** Students need to apply for leave with the prescription and/or medical certificate issued by the Health Centre within 14 calendar days of the last date of leave. Prior intimation to the DUGC or Hall Warden is not mandatory. In case a student is referred to an empaneled hospital by the Health Centre, both the referral by the Health Centre and appropriate medical documents (medical certificate / discharge summary) issued by the hospital should be attached.

8.3 Temporary Withdrawal/ Semester Leave

a. A student may be allowed a leave of absence for an entire regular semester for bona fide reasons. Such leave of absence shall ordinarily not exceed two semesters, with or without a break, during the entire period of the academic programme.
b. A student may apply for temporary withdrawal before or during the semester, but before the commencement of the end-semester examination of that semester.
c. Application for temporary withdrawal should be addressed to the Chairperson, SUGC, and routed through the Convener, DUGC. The application must be submitted along with the supporting documents, such as a medical certificate in case of an illness.
d. A student who has been granted semester leave on medical grounds must submit a certificate issued by a Registered Medical Practitioner, to the effect that they are sufficiently cured and fit to resume academic activities. The Institute will constitute a Medical Board to determine the fitness of such students before

registration. The registration of the students shall be provisional till the Institute's Medical Board certifies their fitness. If the Medical Board recommends that the student is not yet fit to resume their academic activities, the registration will be cancelled, and the student will be placed on a forced semester drop.

e. A student, approved for semester leave on medical grounds after mid-semester exam, may request to retain grade(s) earned in the first half modular course(s).
f. Semester leave on medical grounds may be granted directly by the Chairperson, SUGC, even in the absence of a formal leave application, based on the recommendation of the Institute's Medical Board. Student availing such leave must obtain a medical fitness certificate from the Institute's Medical Board before registering for a subsequent semester.
g. All off-campus students of Credits for External Activities (CEA) will be granted permission to proceed for academic activities outside IITK for the entire duration of the semester by the UG office. This permission for CEA will be restricted to only one regular semester (for summer terms, there is no restriction) over the entire duration of a student's program.
h. All BCy students will be granted leave to proceed for internship activities outside IITK for the entire duration of a semester by the UG office. This permission for internship will be restricted to only six regular semesters (for summer terms, there is no restriction) over the entire duration of a student's program. The student must complete registration (except biometric registration) at IIT Kanpur for the corresponding internship courses and pay registration fee during the leave period.

8.4 Penalty for Unsanctioned or Excessive Leave

Refer to clause 5.1.6.

8.5 Permission to proceed to other Institutions/Semester Exchange

To help students to broaden their horizons and gain course-work experience, they may be permitted to proceed to other academic institutions in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

a. A student who satisfies the minimum eligibility conditions given below may spend up to two semesters and/or two summer terms in any academic institution with prior permission of the SUGC.
b. The semester spent as a non-degree student will be counted as a part of the time spent in pursuit of the degree.

Eligibility

a. Completion of 200 credits of course work
b. CPI of at least 7.0

8.5.1 Application Procedure

a. The student shall make an application to the SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose that includes a tentative mapping of courses of the other institute with IIT Kanpur courses, with sufficient information about the Institution where they have chosen to spend time as a non- degree student.
b. The DUGC shall examine the student's proposal to determine whether the proposed programme is of a nature that the student will benefit from the exposure.
c. On the recommendation of the DUGC, SUGC may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected Institution.
d. Any application for waiver of credits at IIT Kanpur or transfer of credits from the other Institution shall be decided in accordance with the procedure given in section 11.5.2.

8.5.2 Transfer of Credits and Waiver in-lieu thereof

i. Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academics and other requirements of their ongoing undergraduate programme at the Institute.
ii. On return, they may apply for waiver of courses from their program template of IIT Kanpur which they think are equivalent to the courses completed by them at the visited Institute as a non-degree student. Along with an application, the student must submit an official transcript detailing the grades obtained by them at the visited Institute as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The application along with enclosures should be submitted to the Convener, DUGC. The DUGC

will determine, by whatever means it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in their undergraduate programme at IIT Kanpur.

iii. On the recommendation of the DUGC, SUGC may allow a student a waiver for a maximum of 100 credits (maximum 65 credits in one semester) against the course work completed elsewhere as a non-degree student.

iv. Against each course or requirement for which a waiver is granted, an alphabet "W" would appear on the Grade Sheet with an explanatory note that it stands for the waiver granted due to the courses taken and/or work done at the selected Institution elsewhere. All such courses and/or requirements will be deemed to carry zero credits for the purpose of SPI and CPI calculation.

v. Under no circumstances will the grades earned at the other Institution appear on the Grade Sheet issued by IIT Kanpur.

8.5.3 Institutional Exchange Programme

The students who are selected by the Institute, using prescribed rules and procedures, to proceed on an Institutional exchange programme will also be governed by the clauses for the transfer of academic credits, waivers, etc. mentioned above.

8.6 Leave for Dual Degree (DD) Thesis Research Work

Starting from the 9th semester, if required for their research work, the DD students shall be permitted to proceed for academic activities outside IITK to carry out field work, library work, computational work, experimental work, and laboratory work, and also to attend conference, courses, and to undertake other research work etc. For this purpose, they will be eligible for a maximum total absence of 120 days (approximately equivalent to one semester) during the entire tenure of the dual-degree program. However, if a DD student is registered for any course other than the thesis credits, the absence of a maximum of 10 days (5 days in the summer term) shall be permitted in that semester/term. Further, such a permission cannot be availed of during the mid-semester or end-semester examination periods. The 120-day academic leave includes all intervening weekends and holidays. However, one gets extra days off for weekends and holidays that fall immediately before or after the leave period. If due to this permission, a student fails to appear in quizzes/examinations, or to submit an assignment etc., it will be at the discretion of the course instructor, whether to provide a make-up opportunity for that particular evaluation component of the course.

The requests to proceed for academic activities outside IITK will be processed via Pingala. Those will be approved by the Chairperson, SUGC on the recommendation of the thesis supervisor(s) and DUGC of the concerned department.

Since DD MS project courses are regular courses, those are not considered as part of the thesis research work credits.

Chapter 9: Conduct and Discipline

9.1 Code of Conduct

Students are expected to conduct themselves with integrity and proper consideration for others at all times. Students are expected to exhibit proper respect for others in their personal behavior and interpersonal interactions, both within and outside the campus. The institute strictly prohibits ragging and sexual harassment; any instance of either should be reported immediately and will be dealt with as a serious offense.

In academic matters, absolute honesty is mandatory. The institute has a zero-tolerance policy for any adoption of unfair means during examinations. In every other respect also, students are expected to do their academic work with integrity, with proper acknowledgement if material from other sources is included in their own work. Plagiarism, whether intended or not, is an act of academic dishonesty and penalized as such. If there is any doubt about what constitutes plagiarism, students should consult their instructors to ensure maintenance of academic honesty in their work. Any case of cheating will be dealt with strictly by the Institute.

Students are expected to respect Institute property and follow all institute rules and regulations at all times.

If students feel victimized by the conduct, academic or personal, of any other member of the Institute, they may register a complaint with the Ombudsperson for whom the contact information is available from the DoSA website. In case of any complaint related to sexual harassment, students should contact the Internal Complaints Committee (ICC) or Gender Cell.

9.2 Disciplinary Action and Related Matters

Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

The instructor-in-Charge of a course may debar a student from the examination in which they are detected to be using unfair means. The Instructor/Tutor may take appropriate action against a student who misbehaves in her/his class. In all such cases, the Instructor/Tutor shall inform the DoAA office of all concerned information for record.

The Warden-in-Charge of a Hall of Residence may reprimand, impose a fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hall of Residence. In all such cases, the Warden-in-Charge shall inform the DoSA office of all the details for record.

Involvement of a student in ragging may lead to their expulsion from the Institute.

The Senate Student Affairs Committee (SSAC) investigates alleged misdemeanours, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. Further, in exceptional circumstances, the Chairman, Senate, may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or several students, which, in their view, may tarnish the image of the Institute.

The recommendations of SSAC are submitted to the Chairman, Senate for approval. In cases when the expulsion of a student from the Institute has been recommended, the matter is sent to the Senate for the final decision.

A student who feels aggrieved with the punishment recommended by the SSAC and approved by the Chairperson, Senate, may appeal to Senate Appeals Committee (SAC). The decision of SAC on any appeal shall be deemed to be the decision of the Senate. The Senate may not recommend a student who is found guilty of a major offense to the Board of Governors for the award of a degree/diploma/certificate even if s/he has satisfactorily completed all the academic requirements.

Chapter 10: Waiver and Amendments

10.1 Waiver

The procedures and requirements set out in this manual, other than those in Chapters 2, 3, 6, and 7, may be relaxed or waived in special circumstances by SUGC. All such exceptions are reported to the Senate.

10.2 Amendments

Notwithstanding anything contained in this manual, the Senate of the Indian Institute of Technology Kanpur reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.

Appendix A

Documents to be uploaded at the time of admission

You will be required to upload the following documents:

i) Class 10th Marks Sheet or Pass certificate having Date of Birth
ii) Class 12th Marks Sheet
iii) Aadhar Card
iv) Document verification and Seat acceptance letter (Downloadable from JOSSA Website)
v) Provisional seat allotment letter (Downloadable from JOSSA Website)
vi) Medical Report
vii) Self-declaration Undertaking
viii) Ethical Practices Undertaking
ix) Photograph
x) Signature
xi) Fee remission documents (only if eligible) - Copy of the Income Tax Return of both parents along with Tuition Fee Waiver Affidavit on a Rs.20/- Stamp paper duly signed by the First- Class Magistrate/Public Notary.
xii) Anti-ragging
In compliance with the initiative of National Ragging Prevention Programme by UGC, MoE, Government of India, you need to fill in an online undertaking for Anti Ragging. After successful submission of the undertaking form, please note the reference number and download the filled undertaking from the website. Now you need to quote the reference number and upload the downloaded undertaking on the Pingala portal. Please note that you will be able to pay the fees after uploading the undertaking for Anti Ragging on the Pingala portal.
xiii) Besides the above, students in the GEN-EWS (Economically Weaker Sections) and OBC-NCL (OBC Non-Creamy Layer) categories are required to upload the valid category certificate in prescribed formats as detailed in the JEE (Advanced) Brochure.
xiv) SC/ST/PwD students are required to upload the category/disability certificates in the prescribed format and valid as per rules.

The verification of the documents/certificates uploaded by you will be done against the originals at a later date. The schedule for the same will be notified. You are advised to keep documents mentioned in point no. iv & v in multiple hard copies and places so that the same can be retrieved whenever you are asked for.

Note: The requirements of the above-mentioned documents may be changed. Kindly approach to the DoAA office for the update.

Appendix B

Extracted from Post Graduate Manual (PG Manual) for the reference of Dual Degree students.

Students are advised to visit the link below for further updates:

https://www.iitk.ac.in/doaa/data/PG-Manual.pdf

7.7. Academic Performance Requirement

The academic performance of each PG student will be reviewed by the Academic Performance Evaluation Committee (APEC) at the end of each regular semester.

7.7.1. The minimum CPI requirement for continuing in the programme or for graduation is given below.

D.IIT./M.Tech./M.Des./M.S. by Research/MBA programme: 6.0.
Ph.D. programme: 6.5.

An M.Sc. student has to complete prescribed number of credits for graduation.

7.7.2. A student will normally not be allowed to continue in the D.IIT./M.Tech./ M.Des./M.S. by Research /MBA programme if

i) his/her CPI is below 6.0
ii) he/she obtains two Fs or two Es or one F and one E in the same or different courses.
iii) he/she accumulates three or more Xs towards thesis grades.

7.7.3. A student will normally not be allowed to continue in the Ph.D. programme if

i) his/her CPI is below 6.5
ii) he/she obtains two Fs or two Es or one F and one E in the same or different courses.
iii) he/she accumulates eight or more Xs towards thesis grades.
iv) he/she accumulates six or more Xs towards thesis grades in two consecutive semesters.
v) he/she secures Xs in all the thesis credits registered for in two consecutive semesters.

7.7.4. For students whose programme should be terminated due to academic deficiency, based on PG-APEC report, a show-cause notice for potential termination shall be issued by the respective Convener, DPGC, after authorization from the SPGC. The SPGC shall take the final decisions of continuation in the program in such cases, on a case-by-case basis, considering the written and clearly argued response to the show-cause notice by the student, along with recommendations of the concerned DPGC and Counselling Service.

In a case in which the SPGC is not satisfied or is unable to take a view on the response of the student to the show-cause notice, the SPGC will forward the case along with the response of the student to the Senate for possible termination. If the Senate decides to terminate the concerned student's programme, the Head of the concerned Department will issue the letter of termination.

7.7.5. There is a provision for a student who is terminated from her/his program to appeal as well as re-appeal for reinstatement of the program. Appeals, if any, should be addressed to Chairman, Senate, IIT Kanpur. Appeal should be neatly written or typed on A4-size paper.

If a student's appeal is turned down by the Senate, the student may re-appeal after a gap of a few (typically 3 or 4) months until two years from the date of termination. If reinstated, such candidates are required to fulfil all the programme-specific requirements without exceeding the maximum duration, from the first date of registration, as per the Table given in Section 7.l. The reappeal needs to be justified with valid reasons/documents. The Admittance Committee can consider the re-appeal, and upon acceptance, the due procedure for further processing of re-appeal begins. Students will only get one chance for a re-appeal**.**

7.7.6. In the case of M.Sc. students, clauses 7.7.1 to 7.7.5 shall not apply. An M.Sc. student has to only complete prescribed number of credits as per department template (Annexure VII) for graduation. Such students will be counselled by the ACG (Academic Counselling & Guidance) in case their CAR score falls below 40, where CAR represents the total credits divided by the number of semesters student registered excluding the summer term.

11. Thesis and Thesis Examination

11.1. Appointment of Thesis Supervisors of D.IIT., M Tech., *MS by Research,* M. Des. and Ph.D. Students

11.1.1. A student shall not normally have more than two supervisors at any given time.

11.1.2. Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at IIT Kanpur using modalities decided by the departments. However, for a M.S. by Research student who is a project employee at IIT Kanpur, the faculty member who is the principal investigator of the project will be appointed as his/her thesis supervisor.

11.1.3. Under exceptional circumstances, other employees of IITK with the rank of senior scientific officer and above and faculty fellows can be appointed as co-supervisors of ~~Ph.D~~. PG students. The recommendation of a peer group (appointed by the Head of the Department to which the student belongs) regarding the merit and qualifications of being considered as co-supervisor should be sent to the SPGC through the DPGC for approval.

11.1.4. In exceptional cases a student can have a co-supervisor from outside the institute on the recommendation of the DPGC and the SPGC and approval of the Chairman, Senate. Application along with biodata/CV of external co-supervisor needs to be attached.

11.1.5. The appointment or change of supervisor(s) will be communicated to the SPGC by the DPGC. No change/addition of supervisor(s) is allowed after the thesis has been submitted.

11.1.6. In case there has been a change/addition in the supervisor(s), the M.Tech./M.Des./M.S. by Research thesis will not be submitted earlier than three months and the Ph.D. thesis will not be submitted earlier then six months from the date of such change.

11.1.7. If a student’s supervisor proceeds on long leave for more than one year in case of Ph.D. students, and on leave for more than three months in case of M.Tech./M.Des. /M.S. by Research students, the DPGC shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student. In such a case the number of supervisors may be more than two if an external supervisor already exists. If a student’s supervisor proceeds on leave for not more than one year in case of Ph.D. students, and not more than three months in case of M.Tech./M.Des./M.S. by Research students, the DPGC may appoint a programme coordinator to take care of various formalities.

11.1.8. If all research work and related analysis is complete except writing of the thesis, and the supervisor proposes to go on leave, the DPGC may appoint a programme coordinator, to take care of the formalities, such as providing the list of examiners, conducting the oral examination, etc.

11.1.9. In case a supervisor ceases to be a faculty member of the institute, the DPGC will appoint a new supervisor or co-supervisor, while the existing supervisor may be appointed as co-supervisor from outside the Institute for ease and continuity of the student's research. However, if the thesis is nearly complete and only routine formalities concerning the evaluation remain, the DPGC may appoint a programme coordinator.

11.4. Constitution of Committee/Board for Thesis and Oral Examination

11.4.1. M Tech/M Des/ MS by Research and D.IIT. Thesis Oral Examination Committee

11.4.1.1. The thesis will be examined by an oral examination committee formed by the thesis supervisor(s)/programme coordinator in consultation with the Head of the Department/IDP. It must be recommended by the DPGC and approved by the Chairperson, SPGC.

11.4.1.2. The committee shall consist of the thesis supervisor(s)/ programme coordinator and at least two but not more than four other members, one of whom should belong to a department/IDP other than the student's department/IDP. The thesis supervisor/programme coordinator will act as the Convener of the Committee.

11.5. Submission of Thesis

Keeping in view the ideal of maintaining the highest standards and integrity of research output from IITK, all the thesis report submitted to the institute should follow the guidelines provided in https://www.iitk.ac.in/doaa/data/thesisguide.pdf . In particular, the following measures are necessarily required to be followed:

(a) The thesis should contain a signed “Declaration” by the student about the work to be plagiarism free. The “Declaration” is available in the link https://www.iitk.ac.in/doaa/data/thesisguide.pdf

(b) The student must submit a signed “Certificate” to be kept in the student file. The “Certificate” is also available in the link https://www.iitk.ac.in/doaa/data/thesisguide.pdf

(c) Soft copy of the thesis is subjected to a plagiarism check by Plagiarism Prevention Desk (PPD). Only if the similarity index using one of the similarity checkers is below a minimum threshold of 10% or the supervisor certifies that the index cannot be meaningfully reduced below 10%, a clearance form will be issued by the DOAA office. No thesis will be allowed to be submitted without this clearance form. Detailed procedure is again available in the link https://www.iitk.ac.in/doaa/data/thesisguide.pdf

(d) The thesis must follow the Institute recommended formatting guidelines, with particular adherence to consistency across the entire thesis. Detailed guidelines for the same are available in the link https://www.iitk.ac.in/doaa/data/thesisguide.pdf

11.5. M.Tech./M.Des./M.S. by Research Thesis/ D.IIT.

After the M.Tech./M.Des./D.IIT. oral examination committee has been constituted, one soft copy of the thesis report prepared according to the format prescribed in the link https://www.iitk.ac.in/doaa/data/thesisguide.pdf, will be submitted on thesis submission portal only after the approval of oral examination committee at least a week before the probable date of oral examination. The Academic Section will arrange to send the copies of the thesis to the examiners over email.

Appendix C

(Seat Availability for Branch Change, Double Major, Dual Degree Cat A, B & C)

A. For Branch Change: Calculation of Sanctioned Strength and Existing Strength for the purpose of Branch Change

For a given year, seat availability for branch change for a program will be computed as follows:

a. Let SM be the total number of seats in the program as per the seat matrix in JoSAA for that batch.
b. Let RL be the actual number of students in the roll list of that program, generated in the first semester of that batch.
c. Let OL be the number of students who joined through the Olympiad channel in that program (present in the roll list of first semester, hence counted in RL in previous point).

The number of vacant seats (VS) available for branch change:

$$VS = \max(0, SM - (RL - OL)) + 3$$

Note: The following points also need to be considered during the branch change process.

a. The strength of no program should fall below 55% of SM, because of branch change allotments.
b. In case of tied CPI, supernumerary seats will be the created in case of students with tied CPI applying to the same program, if there is at least one vacancy in that program.
c. In case two or more students from the same program have tied CPI, where all are eligible for a branch change, and given that there is vacancy in the program to which they are applying, then all such students will be permitted to change their branch even if the strength of the parent department falls below 55% of SM.
d. Seats fallen vacant in the parent department due to TIE among two or more students given branch change will be considered as vacant for the purpose of branch change.
e. The process will iterate until no more branch change is possible as per the above rules

B. For Double Major:

S.N.	Name of the Program	Seats Available for Double Major
1	Aerospace Engineering	15
2	Biological Sciences and Bio-Engineering	4
3	Chemical Engineering	8
4	Chemistry	10
5	Civil Engineering	20
6	Computer Science and Engineering	10
7	Economics	6
8	Electrical Engineering	10
9	Materials Science and Engineering	Flexible
10	Mathematics: Mathematics and Scientific Computing	5 5
11	Statistics & Data Science	5
12	Mechanical Engineering	10% of sanctioned strength
13	Physics	10

C. For Dual Degree Category A, B & C:

For Dual Degree Category A (Master's degree in the same department as the Bachelor's), there is no limit on the number of available seats.

For Dual Degree Category B and C (Master's degree in a department / programme different from the Bachelors), available seats are given in the table below:

S.N.	Name of Program	Seats available for Bachelors-Masters Dual Degree Category B / C
1.	Aerospace Engineering	10
2.	a) Biological Sciences and Bio-Engineering b) Biomedical Engineering	10 10
3.	Chemical Engineering	Flexible
4.	Chemistry	Flexible
5.	Civil Engineering	20
6.	Computer Science and Engineering	None
7.	Design Programme	10
8.	Economics	15
9.	Electrical Engineering	None
10.	Envir. Engg. and Mgmt. Programme (EEM)	10
11.	Industrial and Management Engineering	Flexible (for M Tech and MBA)
12.	Materials Science and Engineering	Flexible
13.	Materials Science Programme	Flexible
14.	Mathematics and Scientific Computing	10
15.	Statistics & Data Science	5
16.	Mechanical Engineering	20% of sanctioned strength
17.	Nuclear Engineering and Technology	Flexible
18.	Photonics Science and Engg. Programme	Flexible
19.	Physics	05

D. For Minors:

If the first course of a Minor programme in a department is a compulsory departmental course, then the number of students admitted per year in that Minor programme will be at least (i) 10 or (ii) 20% of the department's existing batch strength, whichever is smaller.

If the first course of the Minor is not a compulsory department course, the department will admit up to 20% of its existing batch strength. If the number of students exceeds the number that a department can accommodate, the department should clearly state the criterion it is going to apply to limit the number of students. This limitation in the number of students applies only in the first course of a Minor. In subsequent courses this limit does not apply to students who have already been admitted to the Minor.

APPENDIX D

PHY and ESC112/113 Basket course requirement after Branch Change and Double Major | New UGARC

(PHY112/PHY113/PHY114/PHY115 and ESC112/ESC113)

Ref.: Minutes of the 2023-24/11th Meeting of the SUGC
And the 556th meeting of the Senate

Additional Physics core courses to be done by students taking branch change or pursuing second major	
Department	Courses and timeline
Chemistry	PHY112 and PHY113 before fifth semester
Civil Engineering	PHY112 by their fifth semester
Electrical Engineering	PHY113 prior to taking DC course EE340
Mechanical Engineering	PHY112 prior to taking ME209
Material Science and Engineering	PHY113 and PHY114
All other departments	No additional PHY core courses needed

The above table, taken from the UGARC report, summarizes different department's stand on such branch change cases. Thus, a student changing to CE branch must do PHY112 and any one out of the remaining three. The departments not listed in the above table, like CSE, Physics, Math, are neutral towards student's choice of two out of four physics courses. Note this table applies only to branch change cases. For a normal student, logistic reasons are also used to decide two specific Physics courses as compulsory. Thus, the following points may be noted for future reference for branch change cases:

- As per the UGARC report, PHY ICs courses mentioned against the respective departments in above table are compulsory and must be cleared by a student after branch change.
- The student changing branch to other departments, not listed in above table, can do any two physics courses. Thus, the PHY ICs course of previous branch can fulfil the graduation requirements and there is no need to do any other PHY IC course after branch change.
- In case a student is required to do one or two additional PHY ICs course after branch change, the PHY IC course(s) done in his/her previous branch will be considered as Open Elective (OE).

Additionally, student changing branch to Chemical Engineering (CHE) department does not need to register for ESC113 course requirement if they had already completed ESC112 course. Furthermore, student changing branch from CHE to AE, BSBE, CE, CHM, EE, ES, ME, MSE, MTH, SDS, and PHY does not need to register for ESC112 course requirement if they had already completed ESC113 course. In case, a student has completed ESC112/113 course (prior to branch change) that is not needed as per the template of new department may be considered as OE.

APPENDIX E

Credits requirements for the exit degree are as follows for Y11 to Y21 batch students:

Course Type	Credits Acquired	Remarks
Institute Core (IC)	*A*	Minimum 60 credits acquired, with: a. At least one course out of MTH101A, and MTH102A b. CHM102A course c. At least one course out of PHY102A, and PHY103A d. At least one lab course (PHY101A or CHM101A)
ESO/SO	*B*	Minimum 18 credits
SCHEME	*C*	Minimum 36 credits (if IC requirement is completed then COM200 may be considered here)
DC	*D*	Minimum 60 credits (suggested to complete all labs)
DE+OE	*300 - (A + B + C + D)*	Credits to be acquired through DEs and/or OEs
Total	300	

A, B, C and D in the table above are the actual credits acquired by the student and these can be more than the minimum credits specified in the "Remarks" column for each course type.

In the absence of floating of the above-mentioned courses, a registered UGARC-2011 student can do equivalent courses mapped to new UGARC courses.

The committee recommends that Exit Option Degree (EOD), viz. Bachelor of Science in Applied Sciences, may be extended to earlier batches (UGARC-2011 onwards) for students mentioned in Point #2. Before 2011, the graduation requirements were CPI based and hence this proposal does not apply to them.

Only registered undergraduate students of IIT Kanpur who have completed all requirements for EOD, are eligible to switch to EOD (as per the process established for UGARC-2022 students).

Once the Exit Degree has been awarded, the student cannot revert to their original BT/BS program (as mentioned in the UG manual).

Process flow for Exit Option Degree (EOD) requests for all students:

Once a student completes 300 credits as per the template of EOD, s/he may submit application to the DUGC for conversion of their program to Bachelor of Science in Applied Sciences under Exit Option Degree. The process will be as follows:

1) An interested student applies to SUGC through DUGC who gives its recommendation.
2) UG office double-checks whether the EOD requirements are fulfilled as per clause 7.7 of the UG Manual.
3) SUGC forwards the application to ACG* (Academic Counselling and Guidance) Center for its recommendation.
4) SUGC recommends EOD in its upcoming meeting.
5) The SUGC recommendation is placed in the Senate for its acceptance.
6) The EOD is awarded after approval from the BoG.
7) Concurrently, the student clears no-dues.

APPENDIX F

Modalities of Credits for External Activities (CEA)

[Application, Registration & Grade-submission in Courses: EDE496–498 and EOE496–498]

In what follows, unless otherwise specified, 'semester' refers to either regular semesters or summer term; and `supervisor' refers to the CEA supervisor (equivalently, instructor-in-charge) at IITK. External activities as referred in this document would include activities such as internships, project work, and entrepreneurship activities. This includes both (i) in-office activities outside the campus, and (ii) remote work while being registered as a student and residing in the campus. Some examples are:

- *Internships:* Work with companies, startups, research organizations, academic institutes, or NGOs.
- *Startup Work:* Active involvement in launching a startup, entrepreneurial activities, or working within an incubator.
- *Technical Activities:* Participation in specialized technical projects or projects of national importance.
- *Industrial Training/Projects:* Projects carried out in collaboration with industry partners.

Ideally, it is not meant for in-campus 'internal' activities with IITK academic staff at IITK-affiliated facilities; on a similar note, CEA for activities in SURGE and similar on-campus project-works are not allowed.

The students can either be on-campus (residing on IITK campus) or off-campus (not residing on IITK campus) for doing 'external' activities. There is no explicit provision of hybrid mode (i.e., partly in-campus and partly off-campus) which, however, may be allowed if it can be accommodated within existing leave rules specified in the UG manual.

A) Registration in CEA courses and related matters:

1. *Eligibility to register:* Any UG Y22 onwards student after the completion of their 4th semester.
2. *Courses to register in:* If the IITK supervisor is from the student's own department then the student can register for either EDE496-498 (each of 9 DE credits) or EOE496-498 (each of 9 OE credits) depending on supervisor's and DUGC's consents; otherwise, the student must register for EOE496-498 only. The courses, for all practical purposes, will be treated as any other DE/OE courses. This is not a replacement of any compulsory UGP (honors or otherwise). These courses can also not replace PG DEs required for the Honors program.
3. *Total credits one can register for:* Up to 27 EDE/EOE credits in regular semester and up to 9 EDE/EOE credits in summer term; over the entire program only 27 credits of EDE/EOE are allowed. However, if any department has already received approval for granting additional credits for external/internship activities (which must be clearly mentioned in the course template), then the allowed EDE/EOE credits will be further capped such that the total credits of template-approved external activities plus the credits earned from EDE/EOE courses is larger of 27 and the maximum credits specified by the departmental template.
4. *Credit-mapping of effort put in CEA:* 9 credits are equivalent to minimum 117 (=13X9) hours of work over at least 6 weeks, 18 credits are equivalent to minimum 234 hours of work over at least 10 weeks, and 27 credits are equivalent to minimum 351 hours of work over at least 13 weeks.
5. *Start and end dates:* The start date of external activities in a semester shall not be before the last date of end-semester exam as per Academic Calendar of the previous semester, and the end date shall have to be such that final grade submission is practically possible before the registration starts in the semester subsequent to the semester in which external activities would be done.
6. *Drop/De-registration from the courses:* Usual drop and deregistration rules apply to EDE/EOE courses, and the deadlines mentioned in the academic calendar will be applicable irrespective of the start or the end dates of the external activities. The credits dropped will also count towards the 44 drop-credits

limit over the entire program.

7. *Application/registration procedure:* The following sequence of steps will be followed:

   I. Call for applications for CEA in a semester will be made by the UG office approximately 30 days after the late registration date of the immediately preceding semester.
   II. Work-plan (*in the format prescribed in Annexure **F 1**)* and company's offer-letter (mentioning the internship-duration explicitly) must be submitted by the deadline for submission of application over Pingala. This deadline will be set a week before the regular academic registration deadline.
   III. While the supervisors and the DUGC convenors can keep clearing the applications by recommending them on the Pingala portal, the portal will remain open for one additional day after the deadline of application-submission so that submissions made at the eleventh hour can also be approved.
   IV. The UG office will check the submissions and in case any offer-letter (*not work-plan*) is incomplete or missing, an opportunity to revise it strictly by the academic registration date will be provided.
   V. Under exceptional circumstances, the opportunity to revise the documents till late registration date may be provided by the SUGC chairperson.
   VI. Any application without supervisor's recommendation or without DUGC convenor's recommendation or without complete work-plan or without offer-letter will be rejected.
   VII. These applications will be accepted/rejected by the SUGC chairperson in two phases: In the 1st phase, applications received till one week before the last day of the end-semester exam will be considered; and the rest of applications will be considered in the 2nd phase which will run till the late registration. All the students whose applications are finally accepted by the SUGC chairperson will be registered by the UG office in the appropriate courses meant for CEA at the time of registration date.
   VIII. For students doing CEA in a semester in off-campus mode, permission to register for less than minimum allowed credits in a semester (i.e. an underload waiver) may be provided.
   IX. Off-campus students may be allowed to register for at most one additional departmental course (DC/DE), subject to approval from the instructor and the DUGC, provided the course credit distribution does not have any L-T-P components.
   X. Biometric registration for students, who will do CEA off-campus, may be waived.
   XI. All off-campus students of CEA will be granted permission to proceed for academic activities outside IITK for the entire duration of the semester by the UG office. This permission for CEA will be restricted to only one regular semester (for summer terms, there is no restriction) over the entire duration of a student's program.

B) Grade submission process and related matters:

   I. After completion of the requisite hours of work over requisite duration of external activities, the student must submit a work-report on the activities to the supervisor who will evaluate the work based on the work-plan submitted during the CEA application.
   II. The report must be verified/signed by the Company mentor before submission to the supervisor.
   III. The supervisor must ensure to get the report well in advance so that the grades (in S/X mode only) can be submitted strictly before the academic registration date of the subsequent semester.
   IV. The format of the report and the procedure of evaluation are left to each department to decide on. Any such departmental level decision must be conveyed to the students by the DUGC before the academic registration date.
   V. If due to late submission of the work-report, the grades are not submitted by the date of grade submission of make-up exams, then I grade will be awarded by the supervisor. This grade will be changed to S/X grade by the supervisor after evaluation of the work-report before the start of

registration in the next semester, failing which I grade will automatically be converted to X grade.

VI. In general, semester deadlines (including grade-submission deadline as per academic calendar) will be applicable if a student wishes to register for CEA in their graduating semester and graduate in time at the end of that semester.

VII. Students enrolled in EDE/EOE courses during their penultimate semester (relative to normal duration for graduation) will be deregistered from (or not allowed to register in) the subsequent semester if their graduation requirements are met upon the completion of CEA.

VIII. Grades cannot be claimed for external activities conducted outside the SUGC-approved duration, nor can they be applied retrospectively.

C) Responsibilities of various IITK stakeholders in the process of facilitating CEA:

a) Responsibility of student applicant

I. They must make sure to strictly follow the registration process timeline, and submit the offer-letter and the work-plan as per exact template

II. They must ensure that the external work being carried out is at a legitimate place. It is their responsibility to provide the supervisor and the DUGC convenor with all the information/documents they may seek for validation.

III. They must fill the work-plan and discuss it with the supervisor in person before seeking their formal consent for supervision.

IV. They must apply for appropriate leave of absence.

V. If the student is found to indulge in unfair means or any other indiscipline during the external activities, the student will be responsible for any disciplinary actions taken by the mentor at the place of work.

VI. They must timely submit the work-report along with other deliverables (if required by the supervisor/department).

VII. A student must adhere to the departmental policy—of both their parent department and their supervisor's department—which may be more stringent than the general CEA guidelines of SUGC.

b) Responsibility of IITK Supervisor

I. They must ensure that they understand the work and are comfortable/interested in the specific activities the student is going to do; they should not agree to be supervisor just because their consent facilitates the student's registration in CEA credits.

II. It is the responsibility of the supervisor to ascertain that the external work being carried out is at a legitimate place. They may seek information about the work-place from the student till they are satisfied.

III. They must not give their recommendation to the student's application if the work-plan is not provided.

IV. They should contact the company-mentor (mentor at the work-place) to make sure that the submitted work-plan is indeed as per their proposed plan for the activity.

V. They are responsible for evaluating the report (if necessary, in consultation with a departmental committee if that is the departmental policy) and for timely submitting grades.

VI. At the time of recommending the student's application, they must ensure that the end date of external activities is such that grade submission by them is practically possible before the registration starts for the semester subsequent to the semester in which external activities would be done.

VII. There is no provision of co-supervisor: Responsibility of supervision is solely with the

supervisor.

c) Responsibility of DUGC convenor

I. They should facilitate a departmental policy on CEA courses (in the matters of whether and where to allow external activities) such that it does not conflict with the SUGC guidelines. The policy must be announced to the students after approval from the SUGC.
II. If desired, they should facilitate a departmental policy on the format of the final report of the student and the internal procedure of evaluation. Any such departmental level decision must be conveyed to the students (with a copy to SUGC) by the DUGC convenor when the application for CEA courses starts.
III. They must ensure that the student's application and the supervisor's recommendation are as per SUGC and departmental policies.
IV. It is also desirable that the DUGC convenor validates that the CEA-related work being carried out is at a legitimate place. They may seek further information (on top of what might be sought by the supervisor) about the work-place from students till they are satisfied.
V. While recommending an application, they should ensure that opting for CEA does not hamper the completion of the graduation requirements of the student within normal duration of their program.
VI. If a department has additional credits for external/internship activities in its template, then its DUGC convenor must ensure while recommending a CEA application that the total allowed EDE/EOE credits is such that the total credits of template-approved external/internship activities plus the credits earned from EDE/EOE courses is larger of
VII. 27 and the maximum credits specified by the departmental template. Such a recommendation should not contradict the clause that over the entire program of a student, only 27 credits of EDE/EOE are allowed.

d) Responsibility of SUGC Chairperson and UG office

I. They will facilitate the application submission, registration process, and grade submission through Pingala.
II. They reserve the right to reject any application that is not as per SUGC guidelines even after the positive recommendations by supervisor and DUGC convenor. Such rejections will be reported to concerned students, supervisors and DUGC convenors as soon as possible.

Annexure F1

Work-Plan

(For Credits for External Activities – IIT Kanpur)

1. Student Details

Name	
Roll Number	
Program & Department	
Email	
Mobile Number	

2. Details of Engagement at company

Company Name	
Company Location	
Student's Internship/ Project role	
Nature of Work	Internship/Entrepreneurship etc.
Mode (Tick one from each option)	• On-Campus / Off-Campus and • On-Site / Remote
Duration	From _____ to _____
Primary Mentor/ Reporting Manager	Name: Designation: Email: Contact number: Address:

3. Week wise work plan

Week	Dates	Planned Hours	Key Tasks / Milestones
Week 1		_____ hours	
Week 2		_____ hours	
Week 3		_____ hours	
Week 4		_____ hours	
Week 5		_____ hours	

Week 6		_____ hours	
Week 7		_____ hours	
Week 8		_____ hours	
Week 9		_____ hours	
Week 10		_____ hours	
Week 11		_____ hours	
Week 12		_____ hours	
Week 13		_____ hours	

Total Estimated Hours: _____

Total Estimated Weeks: _____

4. Credits Requested (as per CEA guidelines):

Minimum hours	Minimum weeks	Credits allowed	Total Credits requested	Type of Credits requested (DE/OE)
117	6	9		
234	10	18		
351	13	27		

5. Description of Work / Responsibilities

(Write in bullet points)

-

6. Expected Outcomes

(Quantifiable results expected at the end of the semester; possible deliverables may be prototype, analysis report, design files, software module, dataset, presentation, documentation, etc.)

-

7. Validation and Declaration by the company Primary Mentor/Reporting Manager

I declare that work done as part of this activity (as per the work-plan submitted herewith) will be in the public domain, and the final work-report will become part of the IIT Kanpur repository.

Name	
Email	
Phone/Mobile no.	

Signature (with date and company stamp)	

8. Declaration by the student

a) If your internship is in on-campus mode (at IITK), then give justification why this activity cannot be done as a UGP:

b) I hereby declare that all information provided is correct to the best of my knowledge. I will complete the assigned work with academic integrity and submit a final detailed report to my faculty supervisor at the end of the semester, as per the guidelines.

Student's Signature: _____ **Date:** _____

A Quick Guide for students and Frequently Asked Questions (FAQ)

➢ Important Information

1. The Academic Calendar is available on the Academic Affairs Office website. It contains all the important dates for the calendar year, such as pre-registration, last date for dropping of courses, exams, and vacations etc. https://www.iitk.ac.in/doaa/academic-calendar

2. The course templates for all UG programmes are available through the Academic Affairs Office website.

For Y21 and earlier Batches: https://www.iitk.ac.in/doaa/data/Course-Template-B.Tech-BS.pdf

For Y22 and onwards Batches: https://www.iitk.ac.in/doaa/template-jan-25

3. All students have to do online academic pre-registration for courses to be taken next semester during the specified pre-registration period (except 1st year BT/BS students).

4. The minimum academic load in a regular semester is 35 credits; the maximum is 65 credits.

5. During the summer term, eligible students may register for a maximum of 27 course credits.

6. Parent programme refers to the basic four-year programme to which a student has been admitted (through JEE or Branch Change). For any questions regarding this programme, consult the parent programme DUGC.

7. For questions regarding change / addition to the parent programme (dual degree, double major, minor), consult the DUGC/UG Office.

8. Students may apply for short leave online through Pingala portal.

9. Information regarding financial aid and scholarships is available from the Students Affairs Office website. https://www.iitk.ac.in/sspc/

10. Students may register a complaint with the Ombudsperson (contact information available through Students Affairs Office website) if s/he feels victimized by the conduct, academic or personal, of any member of the Institute. In case of any complaint related to sexual harassment, students should contact the Internal Complaints Committee (ICC) (icc@iitk.ac.in) or Gender Cell.

➢ Frequently Asked Questions (FAQ)

Here are answers to some of the most frequently asked questions regarding UG programmes:

Q.1 Do I have to register for courses strictly as per the template?

Course templates are advisory in terms of when specific courses need to be done. However, for compulsory Institute core courses, there is no guarantee that the instructor will allow you to register if you are taking it at a time other than the one specified in the template. For ESO and HSS/EME, you may shift around courses, depending on their availability. For Department Core and Department Electives, please consult your DUGC before shifting any slots. You will NOT be automatically entitled to any required course if you are not taking it in the scheduled semester. Also, you need to ensure that you complete any pre-requisites in time to do the succeeding courses.

Q.2 What happens if I do not do academic pre-registration?

You may do academic registration during Final Registration as specified in the Academic Calendar after paying a penalty fee for not doing academic pre-registration. In special circumstances this penalty fee may be waived by the SUGC if you apply for such a waiver within one month of the conclusion of the pre-registration period.

Q.3 When and how can I apply for branch change?

You may apply for Branch Change at the end of your second, third, or fourth semester. The Academic Affairs Office will send out a call for applications, and you need to apply on the specified form by the given deadline.

Q.4 When and how can I apply for Double Major, Dual Degree or Minor?

Double Major: At the end of your fourth and seventh semester if you have a CPI of 7.0 or above.

Dual Degree: For category A (within the same department), at the end of your fifth, sixth, or seventh semesters; for category B/C (in another department/programme), at the end of your sixth and seventh semester only.

Minor: During your fourth, fifth or sixth semester. The Academic Affairs office will send out calls for applications at appropriate times, and you need to apply on the specified forms by the given deadline. You CANNOT apply for a Minor if you are doing a Double Major, though you may claim a retrospective Minor if you manage to complete all the required courses without ever being admitted to the Minor officially.

Q.5 How are grades determined in a course?

Each instructor will announce the course's grading policy at the beginning of the semester.

Q.6 What is the passing grade, and what is the minimum CPI for graduation?

The passing grade is D & S. For all B Tech /BS programmes, the only graduation requirement is successful completion of all the credit requirements specified in your template.

Q.7 Can I repeat a course to improve my grade?

No, if you have passed a course with a D or higher grade, you cannot repeat it. You are required to repeat a course if you receive E or F or X grade in it (since they are not passing grades) and if the course is part of your course template for the completion of graduation.

Q.8 Can I drop a course if I am not performing well in it?

You may request a course drop until the last date specified for this in the Academic Calendar. However, a course drop request will be accepted only if it is approved by the course instructor-in-charge as well as the DUGC convener.

Q.9 Can I take courses in the summer term?

Summer courses are primarily for clearing backlogs to ensure timely graduation and for Double Major / Bachelors-Masters Dual Degree students. If any seats are left over in the offered courses after admitting all students in the above categories, they may be given to students who are attempting to do courses in advance.

Q.10 Can I take leave during a semester?

In a semester, you may apply online for a maximum of 10 days of leave for bona fide medical reasons, and a maximum of 5 days for family emergencies. You are responsible for making up any missed work during this period; the instructor is not obliged to provide any make-up assignments, quizzes, exams, etc. for those missed while you are on leave. For end-semester examinations, a make-up will be provided for those with CMO (IITK Chief Medical Officer) certified leave or any other compelling reason for absence during the exam period.